**DirectSTEP Justification Letter**

**Format: Word Doc**

**DirectSTEP logo**

Dear <Insert your Supervisor’s Name>,

I would like approval to purchase <insert total # of courses> **DirectSTEP**SMeCourses for the purposes of professional development, training, and up-to-date guidance. Curated by LRP Media Group, DirectSTEP is the only online training that merges special education law with real-world application. As a turn-key training solution, it is a convenient way to prepare our staff to handle critical special education implementation and compliance issues.

DirectSTEP offers easy and affordable self-paced online courses specializing in IDEA, IEPs, Behavior and Discipline, New Staff Training, and many other areas. The comprehensive library offers plenty of eCourses for a <insert title> like me to choose from, to ensure I effectively serve our students using the most current guidance.

“One of the best and easiest ways to provide up-to-date staff development to administrators, teachers and paras ... when both time and money are short!”

*Carol Blessing, Special Education Coordinator, Sheboygan Area School District, Wis.*

Upon approval, I plan to purchase eCourse(s) focused on <insert topic areas covered> which directly relate to the current challenges our <insert either school or district> is facing. I am seeking approval for the order total, including tax. The eCourses I plan to purchase include:

* <insert eCourse title>
* <insert eCourse title>
* <insert eCourse title>

Here is a complete breakdown of the costs:

eCourse(s) cost: $<insert overall cost>

Tax: $<insert cost>

Order total: $<insert cost>

You can view information on **DirectSTEP** eCoursesat [www.LRPDirectSTEP.com](http://www.LRPDirectSTEP.com). Please consider my request as the eCourse(s) listed above would be an invaluable learning resource.

Sincerely,

<Insert your name>