# District Letterhead

July 21, 2017

Meagan Karvonen, Associate Director

Center for Educational Testing and Evaluation

University of Kansas

444 Joseph R. Pearson Hall

1122 West Campus Rd.

Lawrence, KS 66045

Dr. Karvonen:

**Name of district** is pleased to support the *5E model Science Education for Special Educators (5E-SESE)* grant proposal, submitted to the Institute of Education Sciences (IES) of the U.S. Department of Education to develop and pilot a new system of professional development for educators of students with significant cognitive disabilities to teach science. The professional development (PD) system will support educators in learning new teaching methods that will help students with the most significant cognitive disabilities meet the increased cognitive demand of new achievement standards in science.

I understand that teachers in our district may be asked to participate in a pilot administration of the professional development program and to participate in the study on its impact. Upon this project’s award, I commit to recruiting our district’s teachers who provide science instruction to our students with the most significant cognitive disabilities. We have approximately [**ESTIMATE THE NUMBER OF TEACHERS, ROUND TO THE NEAREST 10**] teachers may be eligible to participate. I understand that teachers may be assigned to treatment or control groups, but that all teachers will eventually have access to the PD system.

If our schools are selected for the case study portion of the research, I will also work with 5E-SESE project staff as they request permission to conduct external research in the district.

[**SCHOOL DISTRICT NAME**] shares your commitment to promoting the best possible outcomes for all students, and we are very excited about these opportunities to partner with 5E-SESE and the University of Kansas to develop a PD system that can build educators’ capacity for providing effective science instruction for students with significant cognitive disabilities. We look forward to collaborating with you on this important project.

Sincerely,

**Name and title of school/ district administrator**