

Dear Teacher,

The (name of project) is a (name of funder—if externally funded) funded project to (briefly describe study/project here in one to four sentences). This study/project will take approximately ____ days/lessons to complete. The purpose of this letter is to invite you to work with the project researchers to incorporate the (name of project) into your classroom and to briefly explain the potential benefits of doing so.

The (name of project) project will (briefly describe study/project here in one to four additional and more specific descriptive sentences about how the project will play out in the classroom with teachers and/or students). If you decide to participate, your students you will be asked to (describe any surveys, assessments or forms they will complete) All teachers will be asked to (describe any surveys, assessments or forms they will complete).

(name of project) researchers are gathering data from students and teachers using surveys, informal interviews in the classroom, observations, state assessment results, and computer records. Each student will be assigned an ID that only the teacher and researchers will know. All data gathered will be associated only with that ID.

In addition to being used to help evaluate and refine the (name of project) gathered data may be reported in journal articles, conference presentations, and posted on the internet in raw and summarized form. When data is reported, aliases (fake names) will always be used in place of actual district, school, teacher and student names.

We believe that your students will find working with the (name of project) project enjoyable and beneficial. We are hopeful that you will choose to work collegially with the researchers/program evaluators on this project. For more information about the (name of project) project, including a list of available materials, a project description, letters for administrators, and parent permission letters, please see <http://www.xxxxx.org>. If you have any questions or concerns, please feel free to contact me using the contact information below.

Please sign, copy, and send me a copy of this document to give permission for us to work with your students.

Name

Title

Organization

email:

Phone: (XXX) XXX-XXXX

Fax: (XXX) XXX-XXXX

The (name of project) researchers/program evaluators have permission to gather data from students in:

School: _____

Teacher's Name: _____

Teacher Signature: _____

Date: _____