

Dear School Administrator,

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 to complete. The purpose of this letter is to request permission for project researchers to work with your teachers and students and to briefly explain the potential benefits of allowing them to do so.

The (name of project) that will be used in your school cover important content relevant to what is being taught and tested in the (subject matter) classes at your school. The (name of project) is designed to be effective and motivating. Researchers are excited about the possibility of working collegially with your teachers in your school because it will allow them to gather data that can be used to further validate the effectiveness of the materials and to guide further refinement of them.

Data will be gathered from students and teachers using surveys, informal interviews in the classroom, observations, applicable state assessment scores and computer records. Each student will be assigned an ID that only the teacher and the researchers know. All data gathered will be associated only with that ID.

In addition to being used to help evaluate and refine (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 this project enjoyable and beneficial. We are grateful for the willingness of your teachers to work with us and are hopeful that you will allow us to work with your students. For more information about the (name of project), please see our website at <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 aforementioned Researchers/Program Evaluators from the (name of project) project, have permission to gather data from students in:

Entity (District, School, Class): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_