[letterhead]

Dear XXX,

As principal of XXX High School, I am excited that my campus will be part of the Immersion Model for the 2014-2015 ESC XXX Texas Regional Collaborative science grant. As part of the Immersion Model, I am aware of the professional development training and evaluation that will take place for our biology teachers.

I am aware of and support the TRC requirements that need to be fulfilled at my school:

1. My Science Teacher Mentor must commit to attend the 40-hour Summer Institute during the week of July 21-25, 2014 and the professional development scheduled throughout the year.

2. There must be one Science Teacher Mentor from my biology team and all other teachers will serve as Cadre Members.

3. I authorize my teachers to take necessary time to fulfill the following professional development/turnaround hours:

a. Science Teacher Mentors will complete 88 hours of professional development and will provide at least 12 turnaround hours to the Cadre Members during the course of the grant period.

b. Cadre Members will receive 24 hours of turnaround or professional development during the course of the grant.

4. The TRC will have access to campus-level STAAR data for the final reports.

I am confident that the quality of professional development that our teachers receive will enhance their science content knowledge and pedagogy skills, and, most important, help improve student science academic achievement.

Sincerely,

Name

Title