



PROVIDENCE
COLLEGE

*Office of Graduate Programs
Graduate Administration Program*

Date: _____

Dear _____,

One of your teachers, _____, at _____ School is applying for admission to the Graduate Administration Program at Providence College.

The purpose of this letter is to ask your support for this teacher as a future principal. The PC program consists of *ten graduate courses each of which requires a daylong out-of-district field experience*. Such opportunities serve multiple purposes. Rhode Island certification covers K-12 schools (elementary, middle and high school) in urban, urban ring and suburban districts. Given this, our future leaders need time in a variety of settings to broaden their knowledge.

A two-semester internship follows completion of coursework. If his/her principal agrees to serve as a mentor, the intern may utilize time before school, after school, and during preparation periods to fulfill requirements. Field experiences, however, continue to be a need. We ask that you release the intern for *five days per semester during the two internship semesters*.

Engaging this teacher in district or school-wide initiatives is another aspect of preparation. Could this principal-in-training be involved in efforts such as strategic planning, curriculum writing, a school improvement team, NEASC accreditation preparation or any other ongoing effort? Perhaps this candidate could be a part of organizational functions such as scheduling, budgeting, or school policy and procedure development.

Classroom learning at the graduate level is only one component of leadership training. The more opportunities we provide at the "teacher leadership" level, the better prepared our candidates will be.

Should this teacher be accepted into our program, the support explained in this letter will be essential. We appreciate your assistance in preparing our future leaders. If you have questions or ideas, I would be happy to discuss them with you.

Sincerely,

Diane DiSanto, Ed.D.
Director

Superintendent's Record of Support

Teacher _____ Date _____

School _____

District _____ Superintendent _____

The above-named teacher is applying to the Graduate Administration Program at Providence College.

Participation in our program requires the following support:

- One day per course for out-of-district field experiences (10 days total over the time period that it takes a candidate to complete ten courses)
- Five days each semester during a two-semester internship (10 days totals after courses are completed)
- Opportunities for involvement in school and/or district initiatives, if possible

Our district is able to provide this Providence College applicant the type of support required by the Graduate Administration Program:

_____ Yes

_____ No

Superintendent's Signature _____ Date _____