

Appendix 5
SAMPLE
PLEASE USE DISTRICT LETTERHEAD

August 10, 201?

Dr. Donald Wise, Coordinator
Educational Leadership and Administration Program
5005 N. Maple Ave M/S 303
Fresno, CA 93740-8025

Dear Dr. Wise:

The *Valley Unified School District* is interested in participating in the Administrative Internship Credential Program through California State University, Fresno. In order to provide *Ms. Student*, an administrative intern serving as the new *vice principal* of *Valley Central Elementary School*, with a quality program, the district is committed to the following:

1. orientation in the responsibilities of the administrative intern's position
2. ongoing supervision and evaluation by site and district administrators
3. a salary commensurate to the responsibilities of the administrative position held
4. responsibilities which meet the instructional and service needs of the district
5. an administrative assignment which assumes a majority of the duties authorized to be performed by credentialed persons in a similar position
6. a position which does not displace a fully credentialed administrator.

We anticipate a productive partnership between California State University, Fresno Educational Leadership and Administration Program and *Valley Unified School District*. I look forward to working with you and *Ms. Student* as she fulfills the requirements of *her* internship.

Sincerely,

Superintendent of Schools
Valley Unified School District.