

**APPENDIX F**

**COVER LETTER FOR CLASSROOM  
OBSERVATIONS**

---

**MEMORANDUM**

**TO:** [INSERT TEACHER NAME]  
[INSERT SCHOOL NAME]

**FROM:** [INSERT MPR SITE COORDINATOR NAME]

**DATE:** [DATE]  
[MPR ID#]

**SUBJECT:** Classroom Observations

---

Thank you again for your participation in the national evaluation of teacher induction programs. Mathematica will observe a [INDICATE READING OR MATH] unit in your classroom on:

- [INSERT DAY] [INSERT DATE] [INSERT TIME OR TIMES]

We will observe a [INDICATE READING OR MATH] unit in your classroom on:

[INSERT SECOND DAY, DATE AND TIME]

We'll arrive in time to speak with you for about 10 minutes prior to the scheduled observation. Our goal is not to disrupt the normal routine of your class any more than is necessary.

Please do not do anything beyond your ordinary plans for these observations. Our intent is to record what normally takes place in your classroom. All this information is kept completely confidential and will not be shared with anyone outside the study staff. Our observers have been extensively trained and are familiar with the many variables that teachers confront during any given 50-minute block of time.

We look forward to seeing you again.