

**APPENDIX C.2**

**Principal Recruitment Letter**

**DRAFT PRINCIPAL RECRUITMENT LETTER**  
**Invitation to Information Session**  
**Prepared for distribution by district superintendent**

[Date]

[FIRSTNAME] [LASTNAME]  
[School Name]  
[ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [Principal Name]:

Your school has been identified as a potential beneficiary of a new program that could bring an exceptional [District Name] teacher with a proven record of achievement to your school this fall. [District Name] has been selected to participate in the Master Teacher Residency Program, a highly selective, federally funded study of an initiative that offers teachers who have a track record of contributing to student achievement gains the opportunity to use their skills in hard-to-staff schools, such as yours, where they are needed most and can have the most impact. From the list of eligible schools, [four] schools will be selected by lottery to participate.

Only [District Name] teachers considered to be among the best at consistently improving student achievement will be eligible to participate. Eligible teachers will be invited to submit an application of interest, which will be provided to the principals at the selected participating schools for review. Principals may then invite teachers to interview for a vacant position at their school.

The interview will allow principals to determine a candidate's fit with their school. After interviewing a Master Teacher Residency Program candidate, principals have the freedom to decide whether or not to offer the candidate a position for the 2009-10 school year. Similarly, the teacher candidates will have an opportunity to assess whether the school is a match for their interests and skill sets.

We anticipate that this will be a rewarding experience for these exceptional educators and hope that they will want to make a long-term commitment to their new school. At minimum, Master Teacher Residency Program teachers must remain at their placement school full-time for at least two consecutive school years to receive the full transfer stipend.

I invite you to attend a lunch meeting on [Date], at which time you will be provided with more details about how this exciting initiative can help to attract a high-quality [District Name] teacher to your school. This session is scheduled to begin at [Time] and conclude at [Time] and will take place in [detailed location including building name and room number]. At the end of this session, you will be asked to complete a brief information sheet about your school and indicate your interest in participating in a lottery from which eligible schools will be selected. I look forward to working with on this important initiative.

Sincerely,

Superintendent, [District Name]