

**APPENDIX C.4a**

**Letter of Introduction and Invitation to Apply to Program for Eligible Teacher Candidates**

## Draft Letter of Introduction and Invitation to Apply to the MTRP for Eligible Teacher Candidates

[First Name] [Last Name]  
[School]  
[School Address]  
[City], [State] [Zip]

Dear [Name]:

Congratulations! On behalf of [District Name], we are pleased to inform you that you are one of a select few outstanding teachers being invited to submit an application for our new Master Teacher Residency Program (MTRP) initiative.

The Master Teacher Residency Program is a highly selective, initiative that recognizes current teachers who have a track record of contributing to student achievement gains by offering them the opportunity to use their skills in low-performing schools – where they are needed most and can have the most profound impact.

You have been invited to apply to the program because of your extraordinary achievements with students, your demonstrated teaching expertise and your commitment to the children of [District Name]. As a Master Teacher Residency Program teacher, you will join a network of other high-performing [District Name] teachers who share your dedication and commitment to increasing student achievement. This network will first convene for a half day before the start of the next school year to discuss strategies to facilitate a smooth transition to your new school.

For more information and to apply to the program, please visit our Web site at [Website address] to submit a brief online application, which should take no more than 15 – 20 minutes, and will be shared with the principals at participating schools. You should receive your Master Teacher Residency Program application username and password via your [District name] email account by [Date]. The application will require you to:

- Provide basic information about your background and experiences
- Upload a current resume
- Respond to two short questions pertaining to your interest in and qualifications for teaching at a low-performing school.

The application deadline for the program is [Date]; however, we encourage you to apply as early as possible, as space in the program is extremely limited.

Once again, we congratulate you on being identified among the most effective teachers in our district at generating academic gains for your students and encourage you to submit your application to the Master Teacher Residency Program. As an Master Teacher Residency Program teacher, you will assume a critical role in the lives of students at one of our lowest-performing schools and will have the opportunity to apply your skills where they can have the greatest impact. Please feel free to contact [Name and title of district program manager] with any questions at [email address] or [telephone]. [District name] is looking forward to working with you to help our students succeed.

Sincerely,

[Name]  
Superintendent, [District Name]

[Name]  
Program Manager, Master Teacher Residency Program