(District Letterhead)

November 23, 2019

Attn: Ms. Khadija M. Ahmed

Montclair State University

1 Normal Avenue

Center for Research and Evaluation on Education and Human Services (CREEHS)

UNIV 3124

Montclair, NJ 07043

Re: Site approval for IMPREST Science Teacher Retention Study

Dear Institutional Review Board,

This letter serves to give permission to Dr. Douglas Larkin and the IMPREST research team from Montclair State University to collect data for their research project, Studying the Retention of Novice Science Teachers by Learning from School District Induction and Mentoring Programs, (National Science Foundation Award #1758282) during the 2019-2020 school year in our district.

We agree to make a district staff member available to serve as a liaison to the project and help coordinate the research team’s site visit. During the site visit, Dr. Larkin and his team will be granted access to designated locations, teachers, and administrators in our district for the purpose of conducting interviews in order to learn about district support for new science teachers. I am aware that informed consent will be sought for anyone participating in this study, and that no student data will be collected for this project other than that which is already publicly available.

The research project has been described to me to my satisfaction, and has my approval.

Sincerely,

(Superintendent/LEA Administrator)