DATE

Dear \_\_\_\_\_\_\_\_\_\_\_\_

Thank you for agreeing to participate in (DISTRICT NAME)’s upcoming evaluation of its instructional technology program. This evaluation, which is rooted in our need to assess and understand the impact of technology on student learning, aims to develop deep insight into how the district implements instructional technology as tool for improving teaching and learning throughout our schools.

This evaluation effort is rooted in an evaluation process that utilizes a set of highly descriptive performance indicators – and related data collection tools – to frame a self-study of the variety of ways that our students and teachers utilize technology in conjunction with the learning process. Stakeholder involvement is critical to this work, and that is why we are turning to you and asking for your input into this evaluation work.

On (MEETING DATE), you and other members of the (DISTRICT NAME) community will meet develop our evaluation framework by reviewing the performance indicators and discussing the data collection procedures. This in-depth meeting (agenda and location will follow) will help us as a district move through the process of utilizing your input into the development of evaluation indicators and organizing the data collection effort that will produce the data for our evaluation. The work that we engage in on (MEETING DATE) is critical to frame and contextualize our entire evaluation effort.

I know that your time is precious, so the day on (MEETING DATE) will involve intensive work and will maximize your opportunity for input into the evaluation process. We will not need to meet again as a group – there will be about 15 of us, representing a wide range of district stakeholders – until (SECOND MEETING DATE) when it’s time to review the data and to start to develop findings and recommendations.

Please stand by for a full day’s agenda along with some contextualizing information that I will ask you to review before the meeting; but for now I just wanted to give you a heads-up as to the purpose of the meeting on (MEETING DATE) and to emphasize the value we place on your anticipated contribution. With your work, we will continue to reflect upon our district’s progress in bringing 21st century technology to bear on the learning needs of all of our district’s students.