

(Insert District Letterhead)

Recruitment & Retention Fellowship Letter of Support

(Insert Date)

It is with great pleasure that we support the application of (**Insert First Name and Last Name of Applicant**) for the Recruitment and Retention Fellowship. We believe (**Insert First Name and Last Name of Applicant**) would benefit greatly from the Recruitment and Retention Fellowship.

By signing this letter, we attest that:

- (**Insert First Name and Last Name of Applicant**) will be granted leave from their building to attend all meetings and the orientation throughout the school year.
- (**Insert First Name and Last Name of Applicant**) will be reimbursed according to our district travel reimbursement plan inclusive of mileage, hotel, and food needed to attend all modules.
- Tuition in the amount of \$1000.00 will be paid to the Louisiana Department of Education by October 31. *(Link for tuition payment will be sent upon applicant acceptance).*

For any questions regarding the district or school level support for (**Insert First Name Last Name of Applicant**) to attend the Recruitment and Retention Fellowship please contact the supervisor below.

Sincerely,

Signature of Current Supervisor _____

Date _____

Name of Current Supervisor _____

Title _____

Signature of Superintendent _____

Date _____

School System Name _____