

Dear (District Name) Senior Leadership Team,

The University of Texas at Austin Principal Program graduate students conduct an eight week case study on an urban school and invite you to partner with our principal interns and residents to support school improvement efforts in your district at your campus.

**District and School Benefits:**

- Collaboration with the district/campus leaders to choose an area of focus for the study.
- The opportunity to receive:
  - A written case study report based on state-level longitudinal data, community interviews, climate surveys and an analysis of the campus and district artifacts
  - PowerPoint presentation of the research question, literature review, data collection findings, research based recommendations
  - Oral presentation of the findings for your district and campus leadership team and/or faculty

**District and School Commitments:**

- Provide UT Austin Principal Residents and Interns access by May for the following documents:
  - Campus Improvement Plan
  - Multilingual Education, Special Education, 504, GT, Dyslexia, etc... procedures and systems
  - Sample of a CAC agenda
  - Student and Staff handbook outlining expectations and systems
  - TAPR report
  - Climate Survey Data for faculty, staff, students and families
  - List of CAC/PTA Parents we may interview with their phone numbers
  - Faculty and Parent Sign Up Sheet for interviews in June (See attachments).

**University of Texas Principal Interns and Resident Program Benefits:**

- Provide learning opportunities for aspiring principals to conduct an in depth strengths and needs assessment of a local school using the District and Campus Improvement Plans, Leadership Framework aligned to the Texas Principal Standards
- Conduct and apply relevant research to the data findings with a focus on inclusive practices
- Recommend possible actions for the school leadership teams and the faculty to pursue

**University of Texas Principal Interns and Resident Program Commitments:**

- Comply with the Program and Evaluation Department's district process for conducting research
- Maintain confidentiality
- Analyze the data artifacts provided by the principal and develop interview questions aligned to the artifact analysis for district and campus leaders, teachers, staff, parent and community members
- Conduct interviews
- Conduct a community walk
- Conduct a literature review to identify research based recommendations
- Triangulate the data to find themes and conduct a literature review to make recommendations based on research.
- Provide a written report, PowerPoint presentation and oral presentation for the district and campus leadership team at the end of July or early August (based on the district's availability).
- Provide a presentation to the faculty in late August and early September (optional)

Please let us know if you are interested in participating in this and allowing us to conduct a case study at your campus. Please feel free to contact me if you have any questions!

Thank you,  
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