



Student Name Kimberly Pontecorvo

Department of Educational Psychology • Graduate School of Education
Rutgers, The State University of New Jersey
10 Seminary Place • New Brunswick • New Jersey 08901-1183
732/932/7496, Ext. 8327 • Fax: 732/932/6829

January 21, 2014

To The Attention of The School Administration/Collaborating Teachers:

The student carrying this letter is enrolled in *Learning Disabilities* (15:293:522), a special education course in the Graduate School of Education at Rutgers University, New Brunswick. As part of that course, students have to complete a field-based project, in which they address the following question: **How are the needs of target students with a Learning Disability (LD) being addressed in class?**

The Graduate students' project work involves:

- observation (3 hours) of at least two students formally classified as LD, over at least four visits,
- a teacher (special or general education) interview,
- a document review (samples of teaching and assessment materials and school program documents such as a parent's guide to special education services), as school rules and procedures allow

Please be advised that I have made it clear to the students who work on these projects that they can in no way interfere with classroom instruction and existing responsibilities of the school teacher, and that they must follow all related school procedures and/or requirements.

I want to further stress two things about this project:

- (1) The graduate students will not be involved in any interventions as part of this project.
- (2) Confidentiality protocols will be strictly observed, including use of pseudonyms for all persons mentioned in their report, and sanitizing of all documents, so as to remove any type of personal identifier.

I ask that you please allow these students appropriate access to pursue their field-based project, naturally, staying within the procedural requirements of your school. We greatly appreciate the access that you are offering to these students. Thank you in advance for assisting with this request and for any support you can provide to our students.

If you have any questions or concerns, feel free to contact me by email at: mayerma@rci.rutgers.edu

Sincerely,

Matthew J. Mayer, Ph.D.
Coordinator, Special Education Programs
Graduate School of Education

ADMINISTRATOR APPROVAL _____ Date _____

SCHOOL _____