

SAMPLE INVITATIONAL LETTER

[Insert date]

[Insert address]

Dear [Insert name],

I am pleased to inform you about an upcoming professional development opportunity for our school district. The *New York State Physical Education Profile: A Commencement Level Assessment Tool*, offered in CD-ROM format, was developed by the New York State Education Department as an optional assessment tool for school districts. The New York State Physical Education Profile (PE Profile) is not a test or grading system. The results from this tool are intended to:

- Provide evidence of individual student progress in meeting the physical education learning standards; and
- Provide evidence to improve the overall quality a district's physical education program.

Our district is in the process of coordinating a regional roll-out of the PE Profile. The professional development program will be administered by members of the New York State Association for Health, Physical Education, Recreation and Dance (NYS AHPERD) who are certified physical educators with extensive knowledge on the PE Profile. The rollout of the PE Profile for our districts is scheduled for (insert date) at the (insert location). Your building is invited to register a team of physical education teachers, instructional coordinators, and administrators.

Participation in and successful completion of this program secures copies of the PE Profile for your building's use. The NYSED will not be providing copies of the CD-ROM to buildings who have not participated in the initial statewide roll-out. The program will demonstrate how to use the CD-ROM and the supporting materials which are available on the NYSED PE Profile website at <http://www.emsc.nysed.gov/ciai/pe/profile.htm>. This website will be continually updated with new information and materials posted as they become available.

I encourage you to take advantage of this opportunity to build our districts capacity on the use of this tool. We are excited to be able to provide our buildings with this opportunity for improved physical education programs for the children of our district.

Sincerely,

[Insert name]
Superintendent of Schools