[INSERT DATE]

Dear NCSI,

As [STATE] works to transform its system of education to ensure that all students are prepared for lifelong learning, work, and citizenship, we recognize the incredible potential, through our State Systemic Improvement Plan (SSIP), to put an intentional and particular focus on the needs of children and youth with disabilities.

To assist us in the ongoing development and implementation of our SSIP, [STATE] is making a commitment to participate in the [SPECIFY LEARNING COLLABORATIVE] offered by the National Center for Systemic Improvement (NCSI). Participation in this Collaborative will assist [STATE] in identifying issues and opportunities related to improving outcomes for children and youth with disabilities, engage in professional learning and growth in order to build our capacity in the areas of *data use*, *knowledge utilization*, *systems change*, and *communication & collaboration*, and improve our system of general supervision.

[STATE] is committing to:

* Form a multi-disciplinary team to participate in the Learning Collaborative (*team member list attached*);
* Participate in the face-to-face meetings of the Learning Collaborative, as well as in the ongoing virtual collaboration with other states working on similar issues, and NCSI;
* Protect [SPECIFY % FTE] for the identified state team leader to devote to this work; and,
* Provide the necessary resources to enable team members’ attendance at the face-to-face meetings (*in addition to support provided by NCSI\**).

\**For* ***Meets Requirements*** *states, NCSI will provide travel support for up to* ***two*** *team members; for* ***Needs Assistance*** *states, NCSI will provide travel support for up to* ***five*** *team members; for* ***Needs Intervention*** *states, NCSI will provide travel support for up to* ***six*** *team members.*

We look forward to the opportunity to engage in this network of shared leadership and peer support as we move our work forward toward improved outcomes for children and youth with disabilities.

Sincerely,

*[Signed by the Head of the State Education Agency (SEA) or Lead Agency (LA)]*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

State Name:

Learning Collaborative:

State Team Lead FTE:

|  |  |  |  |
| --- | --- | --- | --- |
| ***State Team Leader*** | | | |
| **Name** | **Agency/Organization** | **Role/Title** | **Contact Information** |
|  |  |  |  |
| ***Team Members*** | | | |
| **Name** | **Agency/Organization** | **Role/Title** | **Contact Information** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

By August 14, please use the following link to submit both pages of this letter of commitment: <https://app.smartsheet.com/b/form?EQBCT=927fe000895143adbcca8ba225bceccd>

Contact [jarnold@wested.org](mailto:jarnold@wested.org) if you have any difficulty submitting your letter.