



August 9, 2004



[Name]  
[Address 1]  
[Address 2]  
[City, State, ZIP]



Dear Associate:

On behalf of more than 400,000 students in Michigan and Ohio, we want to thank you for your willingness to participate as an Associate in the PROM/SE (Promoting Rigorous Outcomes in Mathematics and Science Education) project. We are honored that you have agreed to join us and other leading experts in mathematics and science education in this effort.



Funded by a grant from the National Science Foundation, PROM/SE is a comprehensive research and development effort to improve the teaching and learning of science and mathematics in grades K-16 through the use of data and evidence, with commitment to high standards and expectations for all students. The PROM/SE model has, at its center, the PROM/SE Associates – one representing every school building. You will play a key role in supporting your colleagues in school-based efforts to improve mathematics teaching and learning -- and PROM/SE will support you in those efforts.



With your help – and that of more than 600 of your colleagues who have joined you as PROM/SE Mathematics Associates – PROM/SE will show your <district, your state> and our nation how our students can learn the mathematics they will need to compete with the best students from around the world.



We know this sounds ambitious, and we know how hard you work already. Don't worry – we don't expect all this to happen overnight, and we don't expect you to do this work alone. Our five-year plan is to help you work with teachers in your building, focusing on teaching mathematics in ways to ensure students' conceptual understanding and to maximize student learning and achievement.



No one knows your students, your colleagues or your situation better than you do; that's what makes your role as PROM/SE Associate so important. The data you have helped us collect from students and teachers in your building is the first step in the PROM/SE plan; this data will point you and your colleagues to specific issues and challenges that need to be addressed to improve the mathematics performance of all your students. We thank you again for your efforts to see that we have all the student and teacher data from your building.

Michigan State University  
516 Erickson Hall  
East Lansing, MI  
48824-1034  
PHONE: 517.353.4884  
FAX: 517.432.0132

**A National Science  
Foundation-Funded  
Mathematics and Science  
Partnership**

*MSU is an affirmative-action,  
equal-opportunity institution.*

[Name]  
Page 2  
July 8, 2004

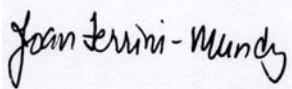
The second step in the PROM/SE plan is to help you unleash the power contained in that data for you and your district. To that end, we invite you and encourage you to attend our first PROM/SE Associates Summer Institutes, to be held in Cincinnati (August 9-11), Cleveland (August 10-12) and Lansing (August 11-12). Attending this three-day event will give you a “hands-on” opportunity to see the kind of data schools need – and can have – to improve student opportunities and identify the most promising professional development for you and your colleagues. Your school’s actual student data will be available for you to examine during the institute.

This powerful professional development opportunity is provided to you free of charge by the PROM/SE grant. In addition, you will receive a stipend of \$75 per day for your participation and the chance to earn Continuing Education Units (CEUs). We are also finalizing an agreement with Michigan State University to allow the purchase of a single tuition credit at a discounted rate.

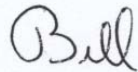
We have enclosed a registration form and envelope for your convenience, along with a preliminary agenda. After we receive your registration, you will receive further information about the institute and an update on the project.

We very much look forward to meeting you and learning from and with you. The Summer Institute is the first step in building the PROM/SE Associate community as a network of teachers empowered and equipped to improve mathematics and science learning for all our students.

Sincerely,



Joan Ferrini-Mundy  
PROM/SE Principal Investigator



Bill Schmidt  
PROM/SE Principal Investigator

Enc: Preliminary agenda  
Registration form  
Self-addressed stamped envelope