[SAMPLE LETTER OF INTRODUCTION FROM DISTRICT CONTACT TO SIC CHAIRS]

(Date)

(SIC Chair's Name)

(Address)

Dear (SIC Chair):

Congratulations on your election as Chair of your School Improvement Council! Your willingness to contribute your time and talents to benefit your school is recognized and appreciated by our superintendent and district office.

I will be serving as your SIC's contact at the district level. Please feel free to use me as your point of contact for seeking assistance from the district on any SIC-related matter. The best way to reach me is **[insert best contact information here]**.

I also schedule SIC Basics and other district-wide SIC trainings offered by the SC-School Improvement Council. Please feel free to contact me with any questions that you may have about either of these resources.

SICs in our district are valued partners in the school improvement process. I look forward to working with you during the coming year.

With best wishes for success,

(District Contact name)

(Position)

cc: (school principal)