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Dear Administrator:

"Concept to Classroom" is a free professional development workshop series that addresses a variety of relevant topics in education today. The workshop series is a production of Thirteen Ed Online, an online professional development site of the Educational Resources Center at Thirteen/WNET New York. You probably received this letter from an educator in your school/district who is interested in receiving credit for their participation in one of the workshops.

The "Concept to Classroom" workshops were developed by experts in the field and reviewed by a select set of education professionals. Each workshop contains information that is directly applicable to the classroom, and is also appropriate for use in pre-service and in-service training in teacher education programs. The workshop your teacher is interested in is Making Family and Community Connections and was developed in collaboration with experts Joyce L. Epstein, Heather B. Weiss, Elena Lopez, and Holly Kreider. We invite you to visit our "Concept to Classroom" site at <http://www.thirteen.org/edonline/concept2class/>.

The Making Family and Community Connections workshop will discuss strategies, present guides, and provide resources to help educators bring the students' families and community into the school structure. In particular, the educator will develop a partnership program plan for your school that will involve diverse members of the school community who will come together to discuss areas for school improvement. The time involved to complete the workshop is approximately thirty to thirty-five hours. Thirteen Ed Online education experts feel that the time and effort required to participate is worth professional development credit, and we recommend that educators who successfully complete this workshop receive two credits.

You should also find two attachments with this letter. We have provided you with some tools to help in your consideration and assessment: a rubric and a syllabus. The Making Family and Community Connections Rubric is an important conceptual tool that can help you judge the educator's partnership program plan based on specific evaluative criteria. We encourage dialogue between staff members and administration to ensure that everyone is using the same vocabulary and a similar background from which to draw on experiences and their work in the classroom. The syllabus presents an outline of the course, including topics that are covered, assignments, and a list of resources.

We hope that these tools will help you and your educator to determine the awarding of professional development credit.

We thank you for your dedication to continued professional development of educators at your school.

Sincerely,

Thirteen Ed Online Team