

Diane L. Martin

185 Hospital Drive
Warren, PA 16365
(814) 723-6093 x 2187
Diane.Martin@wcsdpa.org

24 July 2006

Mr. Mark Eberl
Executive Director of Support Services
Warren County School District
185 Hospital Drive
North Warren, PA 16365

Mr. Eberl:

I am writing to request assistance from the Warren County School District with my quest to obtain a Doctoral degree from Penn State. In support of this effort, I have the opportunity to participate in the nationally recognized "*Leaders in Practice*" program at the University Park location beginning in the Fall of 2006.

This program meets each week throughout the academic year with the intent of developing competent, compassionate, and pedagogically oriented leaders committed to the successful education of every child. This program is designed to provide the unique skill set necessary to enable school leaders to build coherent, collaborative systems that support powerful and equitable learning for all students. This is accomplished by developing the strategic understanding necessary to mobilize and nurture capacity-building efforts in educational organizations.

I would respectfully request assistance from the District in the following form:

1. Weekly professional time to participate in the program.
2. Tuition reimbursement at the Penn State rate.

I am anxious to grow and develop as an educational professional and see this as an opportunity to acquire skills that will benefit the District in the future. If approved, I would gladly accept professional assignments as directed by the Superintendent during the duration of this program. Thanks you in advance for your time and consideration on this matter.

Sincerely,

Diane L. Martin

Cc: Dr. Towsey

Warren County School District Unique Need Tuition Reimbursement Request

Date: 7/24/2006

Name: Diane Martin

Assignment: Special Education Supervisor – Warren County School District

Years in WCSD: 28 years

Description of unique need: This program is explicitly designed to provide the unique skill set necessary for practicing school leaders and around the problems, issues they face every day in the school environment. Group and seminar activities provide collaborative, authentic, and grounded problem-solving. The *Leaders in Practice* Program enables school leaders to build coherent, collaborative systems that support powerful and equitable learning for all students. The cohort students meet in group and seminar activities as they apply real life situations in school and create a real world, problem solving environment.

Certification / Degree: D. Ed. in Educational Leadership

University: The Pennsylvania State University

List of courses for which reimbursement is being requested:

Course	Number	No. of Credits	Date of Course	Cost of Tuition
Ethics in Ed. Leadership	EDLDR597	3	Fall 2006	PSU rate
Use of Theory in Ed. Leadership	EDLDR580	3	Fall 2006	PSU rate
Decision Making in Ed. Leadership	EDLDR569	3	Fall 2006	PSU rate
Educational Leadership Policy Seminar	EDLDR597	3	Spring 2007	PSU rate
Field Research in Educational Leadership	EDLDR581	3	Spring 2007	PSU rate
Curriculum Leadership	EDLDR597	3	Spring 2007	PSU rate

Reimbursement includes remaining courses in D.ED program after 2007. (This will be approximately 40 credits)

I agree to all the conditions of tuition reimbursement as stated in the Act 93/ Board agreement.

Requestor's Signature: _____ Date: _____