Guidelines for the Letter to a School Administrator

On your first visit to the school, you should bring a letter to the head of school and any other significant school administrators. The letter should introduce the school administrator to the goals of STOMP as well as what you will be doing in your classroom.

School administrators are very busy so be sure to keep your letter direct and brief. If you are working in a school with multiple STOMP classrooms, it is recommended that all the STOMPers collaborate on one letter. Also, please take into account whether or not your school has had STOMP before. It is not necessary to include as much detail for administrators who are already familiar with STOMP. Here are some points to touch on in your letter:

- The goals/purpose of STOMP
- Which classrooms you will be in
- Your basic schedule (10 one hour lessons)
- Your curriculum’s theme
- Any exciting details about your curriculum (e.g. if you are using a new technology)
- An invitation to stop by during STOMP time!
- A “thank you” for welcoming you into his/her school

When you bring the letter, see if you can deliver it in person. If not, ask one of the individuals at the front desk if you can leave the letter in the administrator’s mailbox.

A sample letter is included on the following page.
Dear Principal Luvstomp,

We are writing to tell you a little bit about what we, as STOMP fellows, will be doing at your school this semester.

Tufts STOMP (The Student Teacher Outreach Mentorship Program) seeks to expand engineering education into classrooms in the greater Boston area. Pairs of Tufts students are assigned to a classroom where they work with their classroom teacher to design an engineering curriculum. The curricula are fun and full of hands on activities to teach the students problem solving and teamwork skills.

This semester we will be working in Mr. X’s classroom and Ms. Y’s classroom for one hour on Friday afternoons over the course of 10 weeks. In Mr. X’s classroom, Rodrigo Rodriguez and Denise Dennison will be teaching a curriculum on LEGO NXT robotics. In Ms. Y’s classroom, Angela Ahn and John Johnson will pair with one of the physically impaired classrooms to teach service learning. Ms. Y’s students will design and build products to help the physically impaired students. It should be a unique and rewarding experience for the students!

Please feel free to stop by during our STOMP class from 12-1 on Fridays. For more information about STOMP please see our website at stompmetwork.org or if you have more specific questions, you may email us personally. Thank you for your time and for welcoming us into your school. We look forward to working with your teachers and students!

Sincerely,

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