

<LOGOS FOR EACH SCHOOL>

DATE

RE: Letter of Intent to Submit for Early College Designation – ABC High School and XYZ Community College

We are writing today as dually authorized representatives of ABC High School in the NAME OF School District and XYZ Community College with respect to the application for an Early College Designation program approval.

ABC High School and XYZ Community College are working to build an early college partnership on the existing dual enrollment partnership and a TRIO partnership, that already exists between ABC High School and XYZ Community College. The partnership is focused on the five guiding principles of a high-quality college and career pathway: equitable access, guided academic pathways, enhanced student support, connection to career, and effective partnerships.

We intend to provide students an Early College program inclusive of the design principles articulated in the Massachusetts Designation Criteria document.

Sincerely,

Signature

NAME, Principal
ABC High School
[EMAIL ADDRESS](#)
PHONE NUMBER

Signature

NAME, Dual Enrollment Director
XYZ Community College
[EMAIL ADDRESS](#)
PHONE NUMBER