

<LOGOS FOR BOTH PARTNERS>

**Letter of Intent to Apply for Early College  
University of XYZ and  
ABC High School (District Name)  
DATE**

NAME

Provost and Vice Chancellor for Academic Affairs  
University of XYZ

NAME

Principal  
ABC High School

This letter expresses the intent of two parties – University of XYZ and ABC High School to apply for approval for an Early College designation from the Massachusetts Department of Elementary and Secondary Education.

The University of XYZ and ABC High School seek to partner and intentionally design an Early College Program grounded in principles of equitable student access, guided academic pathways, enhanced student supports, connection to career, and effective partnerships.

We intend to partner and launch an Early College pilot program in Fall YEAR, supporting one cohort of NUMBER high school sophomores. Students will take Introduction to Communication in Fall 2022 and Quantitative Reasoning or College Algebra in Spring 2023. During the pilot year, UXYZ faculty will collaborate closely with high school teachers to teach in ABC High School's facility. Our teams have been meeting regularly to collaborate on curriculum mapping and alignment to MassTransfer credits, MassCORE, a holistic integrated student support model, academic and career advising, and other program and operational components to ensure effective scaling of this program.

This Early College model is a core expression of our shared vision and mission to increase access and success in higher education for students from traditionally underserved and marginalized backgrounds. Moreover, it advances our efforts to be an anti-racist entity while strengthening our connection to the local community. The Early College program underway is a critical opportunity to infuse culturally responsive pedagogy and curriculum to improve curricular alignment between the University of XYZ and ABC High School, leading to an increase in academic success for students in both high school and in college.

We thank you for the opportunity to apply for an Early College designation and look forward to building a high-quality program to support students in the Commonwealth.

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NAME on behalf of University XYZ

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NAME on behalf of ABC High School