# Sample Written Request for Review

**[Organization]**

**[Organization Address]**

**[Date]**

Ken Wagner, Ph.D.

Commissioner of Elementary and Secondary Education

Rhode Island Department of Education

255 Westminster Street

Providence, RI 02903

Dear Commissioner Wagner,

Please accept this letter as a formal request for a **[Fall/Spring] [year]** PREP-RI site visit to review the following educator preparation programs:

* **[Undergraduate/Master’s/non-degree program]** in **[Certification Area]**
* **[Undergraduate/Master’s/non-degree program]** in **[Certification Area]**

We do not wish to renew approval of the following educator preparation programs:

* **[Undergraduate/Master’s/non-degree program]** in **[Certification Area]**
* **[Undergraduate/Master’s/non-degree program]** in **[Certification Area]**

We understand that **[organization]** may not admit new candidates into non-renewed programs beyond the current approval term of **[year]**. At that time, the program(s) will be considered closed. We will notify RIDE when the last program completer has finished the program.

We look forward to confirming the **[Fall/Spring] [year]** site visit dates and to coordinating with the RIDE team.

Sincerely,

**[Signature of President/CEO]**

**[Name]**

**[Title]**

CC: Lisa Foehr, Lauren Matlach, Sarah Whiting