



**LOYOLA
UNIVERSITY
CHICAGO**

Preparing people to lead extraordinary lives

**LETTER OF INTRODUCTION FOR THE SCHOOL-BASED
SERVICE LEARNING PROJECT**

Date: _____

Dear Principal/Administrator:

This letter is to introduce you to _____, who is a graduate student in good standing in the School Psychology Program at Loyola University Chicago. This student is completing a state of Illinois and program requirement of 100 clock hours of a school-based clinical service learning experience. As such, the student needs opportunities to work directly with professional staff and students, and observe both. Those activities might include classroom observations, participation in tutoring activities, observations of school psychological services, administrative tasks, helping with CBM administration/norming etc.

Thank you for assisting this student and cooperating with Loyola's School Psychology Program by allowing this student this essential component of their preparation. Please do not hesitate to contact me if you have any questions. I may be reached at 312-915-6218.

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