



October 2016

Dear Principal,

The fall semester is going by quickly, and we are actively preparing for our PLACE Corps fall retreat. **The PLACE Corps fall retreat will be Thursday, November 17<sup>th</sup> through Saturday, November 19<sup>th</sup>.** The PLACERs will need to leave their school sites immediately after school on November 18<sup>th</sup> to meet the retreat bus at St. Raymond's in Downey at 4:00pm. We appreciate you taking this into consideration in terms of the PLACERs afterschool commitments for that date.

**One of the most uplifting times on the retreat is when the PLACE teachers are surprised with letters of support from their students, colleagues and principals.** For the novice teacher this is the time when many are questioning their decision to become a teacher and their ability to be a good and effective teacher. The letters from your school can be the boost of support the PLACER needs. The show of support is equally important for the second year teacher. The positive impact the letters have on the PLACERs is profound, and the letters are kept and treasured as a source of encouragement.

Support letters from your school would ideally come from the principal, mentor teacher and the students served. We invite you to include any faculty and staff you would believe to be appropriate. The mentor teacher may be able to help out with the students' letters. **Please put all the letters in a large 9x12 or 10x13 envelope labeled with the PLACER's name, and mail or deliver to the PLACE Corps office.** If there are any additional items, we request those be left at the school site for the PLACER to find upon return from the retreat. Only letters will be taken on retreat.

**We kindly request all letters from your school delivered to the PLACE office by Thursday, November 10<sup>th</sup>.**

Please hand-deliver, mail (early) or UPS/FedEx/Priority Mail the envelope of letters to:

Loyola Marymount University  
School of Education  
PLACE Corps - University Hall Suite 1340  
1 LMU Drive, Los Angeles, CA 90045

In the next few days, one of our staff members will reach out and answer any questions you may have.

**Thank you so much** for your continued and ongoing support of the PLACE Corps program.

Mary Fraser  
Interim Director, PLACE Corps

Sr. Claudette Des Forges, CSJ  
Associate Director, PLACE Corps