

2024-25 DPS Letter of Support Process Map

Timeline: Ten Business Days

External Agency/Organization requests a Letter of Support



DPS Routing Slip is completed by external agency/organization and returned to Karin Beckett in Research and Accountability



An Executive Summary is created and shared with appropriate DPS personnel, team, or department. A recommendation is documented on internal Tracking Form within 2-3 business days. A DPS point of contact is established.



Grant aligns with DPS Strategic Plan 2023-2028 and is feasible.



Letter of Support drafted. Tracking & Assurances Form is generated and appropriate signatures are garnered.



Final review and approval is given by the Assistant Superintendent of Research & Accountability and Deputy Superintendent of Academic Services.



If approved, letter sent to Chief of Staff for Superintendent's signature.
Signed letter sent to requesting agency or organization with a Statement of Agreement. Electronic copy sent to DPS point of contact.



Grant does not align with DPS Strategic Pla 7 2023-2028 or is not feasible.



Decision to deny letter sent to external Point of Contact; revisions will be considered within 3 days.