

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 the Office of Chief of Staff



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 2018-2023 and is feasible.



Grant does not align with DPS Strategic Plan 2018-2023 or is not feasible.



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



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



Final review and approval are given by the and Deputy Superintendent of Academic Services and District Superintendent.



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.