# Please prepare on official letterhead

[Date]

Randi Schuster, Ph.D.

Center for Addiction Medicine

Massachusetts General Hospital

101 Merrimac Street, Suite 320

Boston, MA 02114

Dear Dr. Schuster,

I am writing to express my commitment to having [school/district] serve as a site for the implementation and evaluation of the iDECIDE program. This program provides alternatives to punitive disciplinary actions (e.g., suspension, citation) that may help schools and communities like ours address substance use in our students in a more supportive and equitable way.

Our team would be happy to assist in the implementation and evaluation of this important program in our school. We will identify school-based personnel who will attend your trainings to become iDECIDE facilitators. You may also contact school administrators and trained iDECIDE facilitators to conduct voluntary interviews to identify barriers and facilitators to implementation, which will be critical information for subsequent waves of dissemination. Finally, we are open to discussing how best to facilitate other programmatic needs (e.g., space to meet with students, surveys). We will look forward to meeting with your team to coordinate logistics of this collaborative effort.

Now more than ever, we recognize the importance of making evidence-based substance use diversion programs available to students. We are excited that iDECIDE is poised to address this unmet area of need. We appreciate the opportunity to involve our staff and our students in this timely work. I look forward to our collaboration and the benefits it will bring to our students and the community.

Best regards,

 [Signature]