**Department of Elementary and Secondary Education Submittal Cover Letter Template**

**Instructions**: Complete and print cover letter onto OPM firm letterhead and submit two original signed versions of the cover letter and one electronic version to the MSBA for review and sign off. The MSBA will perform a review of the DESE submittal. If we have no questions regarding the submittal, the MSBA will forward the complete DESE package to the Massachusetts Department of Elementary and Secondary Education. Do not submit directly to the Massachusetts Department of Elementary and Secondary Education.

**[Date]**

Ms. Mary Pichetti

Director of Capital Planning

Massachusetts School Building Authority

40 Broad Street, Suite 500

Boston, Massachusetts 02109

Dear Ms. Pichetti:

The District is pursuing execution of a Project Scope and Budget Agreement for the MSBA approved preferred schematic for **[insert brief project scope]**. The District’s **[insert year]** enrollment is **[insert #]**. The design enrollment for the proposed school project is **[insert # see executed design enrollment certification]**. The existing **[insert name]** school currently serves grades **[insert grades]** and is proposed to serve grades **[insert grades].**

In accordance with G.L. c. 70 B, MSBA staff has assembled the documents required for the review of the special education program at [insert school name]. The following are attached per the ‘Submittal Requirements’:

1. A letter from Superintendent **[insert name]** of **[insert school district]** describing its special education program.
2. Proposed space summary that includes the existing facility, proposed spaces, and MSBA guidelines based on the agreed upon design enrollment. The first page of this summary indicates a total of **[insert #]** square feet of space dedicated to the delivery of special education.
3. The floor plans for the proposed **[insert #]** square foot **[insert school name]**.
4. A completed Special Education Adjacency Table

I have reviewed the attached documents and confirm that the District’s School Building Committee has officially approved the attached submittal on (insert date of SBC meeting that approval was granted) and verify that the space summary match the floor plan and is complete and conform to the MSBA requirements as described in Module 4 – Schematic Design Guidelines.

Sincerely,

[Insert OPM]

[Insert OPM Title]