

External Agency requests letter of support from SCCOE

When an external agency requests a letter of support from SCCOE, the external agency must submit a template letter for SCCOE to review and sign.

The external agency in this case is the applying for the grant.

The items which must be included in the external agency's template letter are listed in [AR 3291](#), under the paragraph titled: ***"Letter of Support Requests from External Organization"***.

The external agency would create a template letter, which is copied onto SCCOE's letterhead and then signed by SCCOE's Superintendent.