Request a Letter of Support

The Santa Clara County Office of Education is committed to ser ving , inspiring and promoting

student and public school success. The SCCOE welcomes partnerships with organizations that

align with our goals to improve access to inclusive, equitable, high-quality educ ation; provide

quality support to districts, schools, students, and communities; and be a premier ser vice

organization.

To request a Letter of Support please follow these steps:

1. When an ex ternal partner requests a letter of support from SCCOE, the external partner

must submit a template letter for SCCOE to review and sign.

2. The items which must be included in the template letter are listed in AR 3291 , under the

paragraph titled: “Letter of Support Requests from External Organization”.

3. The partner will submit their r equest and template letter to the Director of Grants &

Partnerships through grants_office@sccoe.org.

4. If the request is approved the letter will be placed on SCCOE letterhead and signed by

the County Superintendent of Schools.

11.18.21