

(date)

(Name)

(Address)

Dear (Formal Name of Registrar):

Kappa Delta Pi, International Honor Society in Education, is preparing for its       semester initiation. This year, the initiation will be held on      . As an officer of the chapter, I would like to ask for your assistance in developing our invitation list. To ensure we invite all deserving individuals, the       Chapter of Kappa Delta Pi is asking you to generate a list of students who match the following criteria:

**Undergraduates:**

* At least 18 semester hours completed
* A cumulative grade-point average of 3.00 (on a 4.00 scale) or a grade point average ranking in the upper quintile (upper 20%) based upon the total previous collegiate record of the student
* At least 6 semester hours of Professional Education courses programmed, in progress, or completed

**Graduate Students:**

* Accepted into the graduate program and pursuing coursework in education
* Completion of 6 semester hours of graduate work in current program
* At least 6 semester hours of Professional Education courses programmed, in progress, or completed
* A cumulative grade-point average on all graduate work of at least 3.25 (on a 4.00 scale) or within the upper 18.75%

**Alternative Certification Students:**

* Hold a baccalaureate degree
* Completion of at least 3 semester hours of the alternative certification program
* At least 6 semester hours of Professional Education courses programmed, in progress, or completed
* A cumulative grade-point average of at least 3.25 (on a 4.00 scale) or in the upper quintile (upper 20%)

The preferred format for the list of students is in an Excel document with name, address, email address, and expected graduation date. It would support our efforts greatly to receive this list by      .

We appreciate your help in our pursuit to recognize students who excel scholastically in the field of education. If you need more specific information about our needs, please contact me at

Sincerely,

Name

(Chapter Leadership Position Title)

(Chapter Greek Name)

Kappa Delta Pi