

Template: Letter to Decision-Makers

Use this template to write to your school principal, school board member, district office staff, superintendent, or other local official. You can also use this as a script for calling by phone or writing an email.

[Recipient name & address]

Dear **[recipient name]**:

I am a **[parent/guardian/community member]** at **[name of school]**. I care about **[my child's/ our children's]** education and I want to be involved in making sure they get what they need.

I'm writing to find out how I can be more involved in efforts to implement *the Every Student Succeeds Act* (ESSA) at our school. Every child deserves the chance to get a great education, and I'm excited that ESSA gives us all an opportunity to think about how to make that happen.

ESSA requires states and schools to give parents and community members a way to participate, and I want to be involved.

In particular, I'd like to be involved in how our state and school will be handling **[issue that's important to you]**.


This issue is important to me because **[tell your story!]**.

As a **[parent/guardian/community member]**, I know how important it is to be involved in helping students succeed. I look forward to hearing from you about how I can be involved in the ESSA process.


Sincerely,

[Your name]
[Your contact information]

Open with a statement of how you are connected to the school and why



Remind them that they are required to help you participate under the law!




Talk about the issues that matter most to you! Tell your story to show why this matters to you.

Some examples:

- School discipline
- Good Teachers
- Classes that interest your child
- Afterschool programs
- Support for students with disabilities
- Support for English learners

Check out **Improve Your School: What to Advocate For** for more ideas!



Don't forget to give them a way to contact you!



School Leaders: Who to Talk/Write to

- School Principal
- School Board Members
- District "School Improvement" Team
- Union Representative
- District Superintendent
- Governor's Office Education Policy Director
- School Site Coordinator
- District Title I officer
- Education Nonprofit Policy Directors

Find the contact information you are looking for on your school or district's website, by calling your school administrator's office, by asking your child's teacher, or by asking a local community organization for help.

