



SAMPLE EMAIL TO SCHOOL OR DISTRICT LEADER

- If you are a district, region or council PTA, send this email invitation along with the School Leader One-Pager resource to the school district superintendent.
- If you are a local PTA, send this email invitation along with the School Leader One-Pager to the school principal.
- The red, bracketed text should be edited to include the appropriate information. Also, you are encouraged to adapt the invitation to meet your PTA community's needs.

You can copy and paste this language into your email.

Dear **[NAME]**,

As you know, the COVID-19 pandemic has had a great impact on our students, teachers and schools. There are questions about how remote learning and school closures will affect the progress of our school and students, and what the future will look like.

Because of school closures, some important school-level data isn't available or reliable this year, such as attendance rates, student achievement and growth. This will make it difficult to get a clear picture of whether students mastered the content from last school year and to identify gaps where the school may need improvement.

As members of **[DISTRICT OR SCHOOL]** PTA, we would like to set up some time with you to **[HOST A VIRTUAL TOWN HALL/HAVE A SMALL GROUP DISCUSSION]** to discuss the unanswered questions facing our school. We know this is a tough time for students, teachers and principals and we want to better understand how we can best support the school as we navigate the next steps and make important decisions. Ultimately, our goal is to understand our role as parents in supporting your work to help ensure students are making progress and address any gaps there may be.

The conversation shouldn't take more than an hour, and we can send you questions we may have in advance. We've also attached a one-pager with some more details to provide more context on our goals. Please let us know a date and time that would work for you. We look forward to talking with you!

Thank you,

[NAMES OF PARTICIPATING MEMBERS]