

Email sample for communication with your school leaders

Copy and paste the below text into your email and send to appropriate person.

Subject: Why ESSER Funding Matters to Our Children

Dear Principal _____ and Assistant Principal:

My name is _____, and I am the parent/guardian of _____. I recently learned that our school district was awarded funding from the state to support academic recovery through the American Rescue Plan (ARP) ESSER funds, and I'd love to know how funds will be used to support our school.

The State Board of Education requires all districts to allocate at least 20% of all funding towards learning loss, and there's an additional 80% of the funding available for other, eligible initiatives. While these decisions don't lie within your or my control, there are several opportunities I believe we should advocate for the district to prioritize. Based on my experience as a parent, I see the following as critical needs areas:

1. **Example A:** Schools like ABC Elementary currently have 1 guidance counselor on staff to support 300-400 students at any given time. If there is an opportunity to hire additional staff or invest in social-emotional learning programs for our school.
2. **Example B:** XYZ organization currently offers summer learning opportunities that could be beneficial to students like mine. ARP ESSER funding is available and partnerships with community organizations like these would be a worthwhile investment, especially as schools experience staff changes and capacity limitations.
3. **Example C:** My family is struggling with how to support learning at home and during school breaks. We would love support finding affordable materials that are similar to what you're using in schools and/or training resources for how to bridge the gap between work and home.

As leaders and individuals managing the day-to-day experiences of the students, I urge you to add your issues to the list and support my effort to see these items prioritized by the district. ARP ESSER funds are available to spend through September 2023, and districts across the country are reporting little to no usage of funding to date. Our needs are timely, responsive, and actionable, and I believe we have a chance of influencing change if we advocate to be heard and updated on the progress of spending.

I'd love to talk more about how these investments can make a difference in the lives of children and families like mine. Please let me know your availability to discuss further, and don't hesitate to reach me at

_____.

Thank you for your time. I look forward to hearing from you and talking more about the opportunities to invest in youth.

Best,

Parent Name

Phone number

Email address