**Sample Letter to Lawmakers**

Dear :

First, thank you for your continued support of the children of our community. Thank you also for the significant school funding increases approved in the 2019-21 state budget.

I’m writing to describe how our school district is responding to the public health emergency.

Second, we have worked to move learning online. We know that not all families have access to the internet or a device to access it, and we’ve done everything we can to make sure to provide that access. **[What has your district done in this area? Describe steps your district has taken to support online learning, such as issuing devices, setting up mobile hotspots or using a learning management platform.]**

We’ve been working to increase our teachers’ ability to instruct at a distance. **[Add what you have done to assist teachers and staff in the use of software designed to move learning online.]**

A few figures may help explain our district’s shift to digital learning: **[Include any data points about online learning that illustrate your efforts, such as the number of video conferences or lessons delivered online.]**

**[If you have a brief story about exceptional online learning or classroom experience, include it. A story can have more emotional impact than numbers alone.]**

We recognize that at-home learning has added a new level of stress and responsibility for parents. Parents and other caretakers are adjusting to working from home or loss of work altogether while becoming the key support for their children’s daily learning. For families to continue to guide and support their children with at-home learning, we’ve worked to strengthen communication and better support the adults working with children at home.

**[Include positive feedback from parents and families where appropriate.]**

Of course, some learning does not easily move online. We’ve taken steps to ensure our students earning industry certifications will complete them.

We also have students taking college courses while in high school, and we’ve coordinated with those colleges to ensure our students’ education continues.

We continue to plan for what education will look like this fall. Just as we cannot predict the state of our public health, we can’t say for sure how school might change. But we continue to make contingency plans.

Finally, we want to share a brief note about our finances. Though it’s easy to assume that we saved money by closing buildings this spring, the opposite is true. We are seeing additional costs in delivering food, upgrading technology, providing services to children with special needs and much more.

We understand that schools will be asked to play a part in resolving the looming state budget shortfall, but we wanted you to be aware of how our district has responded to the challenges posed by the COVID-19 pandemic.

Thank you again for your support of our local public schools and I look forward to working together to move forward in these unprecedented times.  
  
Respectfully,

[Your name, title, or position]