

#CHARTERSLEAD LETTERS: INSTRUCTIONS FOR SCHOOL LEADERS & STAFF

Hand-written letters are a great way to connect with your local legislators, and our plan is to gather as many letters from charter students, parents, and educators as we can! We will then deliver them to the offices (or to the inboxes) of as many lawmakers as possible. Don't forget to make them personal - help your lawmaker get a sense of why your school is so important to your community. Follow these quick instructions to participate! Be sure to submit all letters by Monday, May 6th.

SCHOOL LEADERS & STAFF TEMPLATE:

DOWNLOAD & PRINT YOUR TEMPLATE

Complete your own letter by following [this link](#) to a fillable pdf form OR simply download and print as many copies as you want!

NOW SEND YOUR LETTER(S) TO MAPSA!

Once the letters are completed, scan them and send the PDFs to MAPSA using WeTransfer. This free online file transfer platform enables you to attach lots of PDFs all at once! Follow these quick instructions:

1. Visit wetransfer.com. Drag and drop any PDF letters where it says "Upload files." You can add many files all at once, but you may encounter a file limit - in this case simply do more than one transfer
2. In the "Email to" field, enter kbiscarner@charterschools.org
3. In the "Your email" field, include your email address
4. In the "Title" field, please type "CSW24 letters submission"
5. IMPORTANT - In the message field, include your school name and the grade/ages of the students who completed the letters

MY NAME & TITLE: _____

MY EMAIL ADDRESS: _____

MY SCHOOL: _____

ABOUT OUR STUDENTS & FAMILIES:

Who are the students & families your school serves daily? How do you uniquely support them?

OUR MISSION & VALUES

When students leave your school, what tools or knowledge do you hope they've gained?

WHY WE'RE PROUD

What are you most proud of at your school - academic or otherwise?