SAMPLE LETTER TO DISTRICT ADMINISTRATORS/SCHOOL BOARDS RE 2020 NATIONAL SCHOOL PSYCHOLOGY WEEK

Dear [DISTRICT ADMINISTRATORS/SCHOOL BOARD MEMBER/S]:

[I/WE] [AM/ARE] writing to request that [NAME OF DISTRICT] recognize **November 9-13, 2020 as National School Psychology Week**. In doing so, our district will join with others across the country in making a commitment to help our students and staff celebrate the week’s theme—**Power of Possibility**. Our hope is to connect with students and staff during the week to highlight how focusing on possibilities can help lead us to our goals, our interests, and our positive growth. The idea is that we help empower children to grow in areas of skill such as social skills, empathy, and compassion for others, as well as problem solving, goal setting, and study skills. The concept that we continue to grow and develop as people and with our skills is central to our theme, as is the idea that with help, we can develop resilience beyond stressful circumstances. Throughout the week, schools across the country will be taking part in events and activities designed to highlight how school psychologists, teachers, and other school personnel work with students to help explore the power of possibility.

As you know, the [# of] school psychologists in our district provide a range of services to support students’ academic achievement and social–emotional well-being. These include [SERVICES PROVIDED, SPECIAL and GENERAL ED]. [I/WE] [AM/ARE] fully committed to working with you and the rest of the [SCHOOL/DISTRICT]’s staff to continue to energize and empower our students on a daily basis.

The theme for this year’s National School Psychology Week, “Power of Possibility” aims to inspire all members of the school community to find their own strengths and positive attributes. As such, throughout the week, [I/WE] hope to coordinate activities and distribute materials to spotlight the many ways, large and small, that our students and school staff are already finding the power of possibility everyday.

In our district, [DESCRIBE PROGRAMS, SERVICES OR CURRENT CHALLENGES].

Specific activities will include/focus on [DESCRIBE ACTIVITIES PLANNED].

Attached are samples of the materials school psychologists will distribute. [INCLUDE SAMPLES, COPY OF THE POSTER, ETC.]. [I/WE] also suggest that the district include resources related to children’s mental and behavioral health on our website, which [I/WE] [AM/ARE] happy to provide.

As with all school-based professionals, we are most effective in our work through collaboration with other school staff, families, and members of the community. National School Psychology Week is part of an ongoing effort to improve collaboration and foster the common elements of a thriving school community in [NAME OF DISTRICT] to help all students grow and succeed.

Please let [ME/US] know if you have any questions or if [I/WE] can provide any further information. Thank you for your support of your staff and quality school psychological services.

Sincerely,

NAME/S

TITLE/S

CONTACT INFO

Enclosures