

Date

Name

Address

Address

Dear (name of Legislator),

Each year the National Association of Secondary School Principals (NASSP) and the National Association of Elementary School Principals (NAESP) designate the month of October as “National Principals Month” to recognize the essential role that principals play in student growth and development and school success. It is the principal’s responsibility to set the academic tone for a school, and to demonstrate the vision, dedication, and determination that provide the mobilizing force for achieving student success. In fact, an extensive body of research indicates that school leadership is second only to classroom instruction among all school-related factors that contribute to student achievement.

National Principals Month is a widely recognized celebration of the principalship, marked by national and state resolutions supporting the event, as well as acknowledgements from US Senators and Representatives, and top government officials. Activities in schools and communities include having legislators “shadow” a principal in their district, video and written testimonials, news stories, and building wide celebrations. National Principals Month not only acknowledges the principal's role in creating the conditions to raise student achievement, it also reminds us of the need for a greater investment in leadership development and the principal pipeline. High quality visionary leadership is essential to school success.

I am proud to be a principal in your district. In recognition of National Principals Month I am inviting you to spend some time with me at (name of school). I would enjoy showing you our terrific students and teachers in action! Federal legislators will be invited to shadow principals during the week of October 14th-18th while they have a break from the session. I welcome your visit at your convenience (or insert multiple dates).

(Name of legislator), you have been an advocate for students, teachers, and school leaders. I am grateful for your efforts in support of education and hopeful that you will be able to visit (name of school). If interested, you can find additional information about National Principals Month on the NASSP and NAESP websites: www.nassp.org and www.naesp.org. Please contact me if you have any questions or to schedule a visit. I can be reached at (contact information).

Respectfully,

(Signature)