

**Legislative Initiative Sample Letter
Keeneyville Elementary School District 20**

Letter writing tips:

- Keep your letter brief and to the point.
- Briefly introduce yourself and why you are writing
- Thank your legislator.
- To use e-mail, please put your name and address on the e-mail or it will not be read.

Date

The Honorable John Doe
State Senator (State Representative)
Address (See following.)
Springfield, IL 62706

Dear Senator (or Representative) Doe:

Introduction (Get your point across immediately.) "I am writing to share my concern regarding school funding in Illinois and its negative impact on Keeneyville Elementary School District 20."

Who am I? Tell him/her who you are (parent, homeowner, senior citizen, educator, etc.). May give specific detail as to why you are familiar with the problem (i.e., I have children in the schools, I volunteer in the classroom, I've read about the State budget problems in the newspaper.)

Content When school districts are forced to cut their budgets due to lack of state support, it's the children who suffer. Consequences of budget cuts can include larger class sizes; diminished fine arts curriculum; diminished services from reading specialists, librarians, and instructional aides; and the elimination of extra-curricular activities.

- As a homeowner, quality schools are imperative to maintain property values.
- As a taxpayer I already pay a substantial amount of money to our schools. I cannot afford more. The State needs to pay its share.
- Since the State of Illinois ranks 49th in the nation in financial support for public education, it's impossible to properly education children so that they will be competitive in the marketplace.
- The inequity among school districts across the State due to the current school funding system is unfair.
- The State of Illinois needs to fully fund mandates. Schools continue to be required to offer services such as special education, bilingual education, and transportation (to name a few of the more than 105 mandates) and yet the State only partially funds these programs and forces districts to make up the difference. Either the mandates should be more fully funded, or the requirements to meet the mandates should be scaled back.
- The State of Illinois should meet its funding obligations to school districts.

Thank you. Include a statement of appreciation. Thank the legislator for taking the time to read your letter.

Your name
Address
City, State, Zip
Phone Number