*SAMPLE LETTER TO DISTRICT ADMINISTRATORS/SCHOOL BOARDS REGARDING 2022 NATIONAL SCHOOL PSYCHOLOGY WEEK*

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

[I/WE] [AM/ARE] writing to request that [NAME OF DISTRICT] recognize **November 7–11, 2022, 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 theme **“Together We Shine.”** The theme’s concepts provide a framework for our schools to highlight both the importance of students’ and staff members’ individual strengths and attributes and the power of bringing together our ideas and actions as a school community.

We have all faced difficulties created by the pandemic, social injustice and inequity, economic stress, and challenges to mental and physical health. Feelings of isolation and disconnection have been particularly challenging. For some, it has been a time of real darkness, and finding light is critical to building resilience and hope. Connecting with others and establishing a sense of being valued parts of a greater whole empowers students and adults to find purpose and 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 empower our students on a daily basis.

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

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 of quality school psychological services.

Sincerely,

NAME/S

TITLE/S

CONTACT INFO

Enclosures