

*<District Letterhead>*

*<Date>*

*<Name and address>*

Dear *<Name>*,

The Board of Education and the Administration is launching a new initiative to guide *<district name>* through a Three- to Five-Year Strategic Plan. The purpose of this initiative is to help develop new goals and strategies for continuing to offer an excellent education for our students, while using scarce public education resources in the most effective and efficient way.

The strategic planning process is designed to produce approximately five goals to be accomplished over a three- to five-year period. The plan uses data—along with the feedback of staff, students and community members—to help create a shared vision for the future that will help make the district an even better place for our students.

Your ideas about the strengths of *<district name>* are very important, as well as your opinions concerning where there is opportunity for removing any barriers to implementation and other input. Therefore, you are invited to provide input in either of the scheduled face-to-face sessions or electronically. All input must be received by *<date>*.

*<List times and locations of scheduled input sessions>*

*<Describe process for accessing electronic site>*

Sincerely,

*<Superintendent>*

*<Board President>*