



Letters of Support for Teacher Evaluation

Letter writing is an effective way to communicate with elected officials. Many representatives and senators track both letters and emails and their content as a way to gauge public opinion on issues. Remember your voice is important and it is worth your time to make it heard. Your letter should be concise, request a specific action, and focus on a particular issue; in this case teacher evaluation. Below is a guide for writing an effective letter:

The Honorable (name)
Room # and Office Building
City and State, Zip Code

Dear Senator (name) or Representative (name):

Paragraph One:

Identify yourself and the purpose of your letter. Clearly and concisely describe the issue and be specific about what you are requesting. This is also the place to share your personal and professional credentials. Your experience as an educator gives you credibility when speaking about teacher evaluation.

Paragraph Two:

Give more detail. Provide specifics about the importance of effective teacher evaluation. Comments should be factual and not emotional. Describe what is being done in your state or district, how teacher evaluations are impacting you and your colleagues, and discuss what you would like to see happening in your district or school. Use specific examples or evidence to support your position.

Paragraph Three:

Recap the main points and again highlight a specific action. Make requests clear, concise, and realistic. For example, a suggestion like co-sponsoring a piece of legislation is an action most elected officials are able to honor, it is more difficult if your request is something vague like “change education policy”. You may also ask for continued or increased funding for key education programs, such as Race to the Top, specifically requesting that the legislator write a letter to the House or Senate Appropriations Committee.

Thank your audience for taking the time to read your letter. Add that you will be following up on your letter to see what action was taken by the official’s office.

Signature:

Include your name, address and telephone number, so the office can respond to your concerns.