

(Place on District Letterhead)

Thank You Letter for School Site Council (SSC) Services

Date:

Dear Ms. / Mr. _____:

On behalf of the families and school staff from _____ Elementary School, we want to congratulate and thank you for your services as a member/officer of the School Site Council.

Over the course of the last year, you have devoted approximately XX hours attending meetings and training organized to help our school accelerate achievement outcomes for our Title I students and their families. Your voice has shaped how we serve students, specifically in the areas of:

(Given the three suggestions below, please insert other possible ways the parent has contributed to the overall academic achievement of our Title I Students or contributed to the culture and climate of the school.)

- Developing the School Plan for Student Achievement and its related budget for Title I students and families.
- Analyzing data related to student academic achievement, attendance, and family engagement.
- Developing or revising the school Title I Parent and Family Engagement Policy and School-Parent Compact.

For officers: We specifically want to thank you for leading the council as an elected officer. As the _____ for our SSC, you worked collaboratively with our school staff to organize the agendas, lead dialogue, and guide the group conversations, taking on additional leadership responsibilities.

We hope you continue developing as a parent leader at our school site, in other district committees, and in civic opportunities offered in the community.

With gratitude,

Principal's Signature: _____

Principal's Name: _____