

# #CHARTERSLEAD LETTERS: INSTRUCTIONS

While we may not be able to gather in the masses at the Capitol this year to celebrate Charter Schools Week 2021, we still want MI lawmakers to hear our voices. Hand-written letters are a great way to connect with your local legislators, and our plan is to gather as many letters from charter students, parents and educators as we can - then deliver them to the offices (or to the inboxes) of as many lawmakers as possible. These letters should be personal, and should help your lawmaker get a sense of why your school is so important to your community. Follow these quick instructions to participate!

## 1 - DOWNLOAD & PRINT YOUR TEMPLATE

There are two #ChartersLead Letter templates - one for educators, and one for students/parents. The educator template has more specific prompts to help uncover the special things happening in their school, while the parent/student template simply has them share why they love their school. Once you have the right template, simply download and print.

## 2 - HAND-WRITE YOUR LETTER

For educators, simply follow the prompts and instructions included in your letter template to share more insight on your school. Don't be afraid to share a story that exemplifies your school's mission and values! For parents, simply include your name and school, and use as much detail as you want to share why you LOVE your school. We encourage you to share a personal story about how your school has impacted your student or family's life. For students, we encourage kids of ALL ages to participate! They can write a few sentences, include a drawing, use bright colors, etc. - just make sure they share one reason why they love their school!

## 3 - SEND YOUR LETTER(S) TO MAPSA!

Once you have completed your letter(s), scan them and send the PDF to MAPSA by completing a short Google Form: [bit.ly/submit-csw2021-letters](https://bit.ly/submit-csw2021-letters). Please note, through this form you can submit up to 5 individual PDF letters. If you have MORE THAN 5 LETTERS, please merge them into one file and save it as A SINGLE PDF to upload via the form. We will be collecting scanned letters through April 30, 2021. If you have any trouble uploading your PDF letter(s), or if you have any questions, please contact Grace Noyola at [gnoyola@charterschools.org](mailto:gnoyola@charterschools.org). Once we have your letters, MAPSA will hand-deliver them (either in-person or via email) to your lawmakers on Wednesday, May 12, 2021 during Day 3 of our Charter Schools Week 2021 Activities!