

- SAMPLE -

Dear Family:

[School name] is holding elections for school committees, which must be completed before October 31, 2008. We invite you to nominate yourself or others for the following:

- School Site Council (SSC)
- English Learners Advisory Committee (ELAC) **[only schools with 21 or more English Learners]**
- School Advisory Committee (SAC) **[only schools on the SAC list]**

A **School Site Council (SSC)** must be established at **all** San Francisco Unified School District public schools. The elected members represent parents, students, community members, and school staff in school governance. The SSC is responsible for the development the Academic Plan, and overall school site budget including any categorical funds. The SSC is expected to:

- Review the SFUSD Strategic Plan: *Beyond the Talk*.
- Review and analyze student data.
- Solicit community input and develop a needs assessment.
- Assist the principal in developing the Academic Plan and school site budget.
- Monitor the implementation and effectiveness of the Academic Plan on an ongoing basis.
- Approve the Academic Plan and school site budget before it is submitted to the District for final review and approval.

[Some schools include this paragraph.] The purpose of the **English Learners Advisory Committee (ELAC)** is to advise the principal, SSC and school staff on programs and services for *English Learners*. The tasks are similar to the SSC's (stated above) and also include: the annual language census and ways to make parents aware of the importance of regular school attendance.

[Some schools include this paragraph.] The purpose of the **School Advisory Committee (SAC)** is to advise the principal and the SSC on the design, implementation and monitoring of the *State Compensatory Education (SCE) Program*. The tasks are similar to the SSC's (stated above) and also includes: reviewing the eligibility criteria for student selection and the implementation of a School Wide Project (SWP).

The school council and committees are needed to support all school programs. **You are invited to become a candidate for membership on the council and/or any or all of the committees of your choice. The school & district are responsible for providing you with the information and training you need to be an effective member.** Generally, the groups meet once a month for two hours. Each member is elected for a **[WRITE EITHER "one" OR "two" YEAR TERMS – ("one-to-two-" TO ENABLE STAGGERED TWO-YEAR TERM ELECTIONS FOR ALL FUTURE YEARS)]**-year term. Family members often offer insights on how effective our school is in creating a positive learning environment and how well their children understand their assignments. Perspectives, and parent participation/involvement are important to our school. If you have any questions, please do not hesitate to call **[contact name/#, such as principal or family liaison]**

PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER

Are you employed by the San Francisco Unified School District? ___ yes ___ no

My children who attend this school are:

Name	Grade
_____	_____
Parent's Signature: _____	
Daytime phone _____	

I am interested in serving on the:

____ School Site Council (SSC)

____ School Advisory Committee (SAC)

____ English Learners Advisory Committee (ELAC)