

SAMPLE LETTER

**The Honorable Margaret Spellings
Secretary of Education
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

January 5, 2005

VIA FACSIMILE (202) 401-0689 AND REGULAR MAIL

Dear Madam Secretary,

On behalf of the members of the American Association of School Personnel Administrators (AASPA), I write to express our congratulations to your recent appointment as Secretary of Education and to share our support and commitment to the goals and objectives of the No Child Left Behind Act of 2001. I write this letter to introduce you to AASPA and to present you with this position paper prepared by the AASPA membership through a series of NCLB Summits where serious dialogue and discussion identified constructive changes which would improve the implementation process and provide education professionals the opportunity to comply with high expectations for student accountability in a fair and equitable manner.

AASPA is asking the U.S. Department of Education to take action to correct the following structural or policy components in the law that school personnel professionals have identified as needing refinement as they have struggled with the law's implementation:

- 1. Reconstruct the Accountability Model of Adequate Yearly Progress (AYP)**
- 2. Develop Needed Flexibility in Determining Highly Qualified Staff (Teachers and Paraprofessionals), Particularly in Small and Rural Schools**
- 3. Provide Adequate Federal Resources to Implement High Expectations for All Students, Teachers and Paraprofessionals**
- 4. Raise the Debate Over the Appropriate Role of the Federal Government in Providing Oversight of Public Education**

It is clear that the need for personnel or human resource professionals in school districts to support principals, teachers, and classified staff has never been greater. This position paper is a first step in providing a needed voice at the national level to articulate the constructive changes to the No Child Left Behind Law from a personnel or human resource perspective and to become a resource for policy makers of which they may not have been aware. We hope you will read our position paper, reflect on our concerns, and begin a dialogue with our organization so that we may both better understand how our actions impact students and schools and enable us to reach these noble goals.

Sincerely,

**Dr. Jody Shelton
AASPA Executive Director**

Enclosures

- AASPA Position Paper on No Child Left Behind**
- Executive Summary**

SAMPLE LETTER

**The Honorable (full name)
(Room #) Senate Office Building
United States Senate
Washington, DC 20510**

January 5, 2005

VIA FACSIMILE (202) 000-0000 AND REGULAR MAIL

Dear Senator,

As an educator working in human resources in your state and a member of the American Association of School Personnel Administrators (AASPA), I write to express my support and commitment to the goals and objectives of the No Child Left Behind Act of 2001. However, I write this letter to present you with the attached position paper prepared by the AASPA membership through a series of NCLB Summits where serious dialogue and discussion identified constructive changes which would improve the implementation process and provide education professionals the opportunity to comply with the high expectations for student accountability in a fair and equitable manner.

AASPA and I are asking you in Congress and the U.S. Department of Education to take action to correct the following structural or policy components in the law that school personnel professionals have identified as needing refinement as they have struggled with the law's implementation:

- 1. Reconstruct the Accountability Model of Adequate Yearly Progress (AYP)**
- 2. Develop Needed Flexibility in Determining Highly Qualified Staff (Teachers and Paraprofessionals), Particularly in Small and Rural Schools**
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Sincerely,

**AASPA Member Signature
School District Title**

Enclosures

- AASPA Position Paper on No Child Left Behind**
- Executive Summary**