*(This letter may be modified to include one or all committees. Modify to suit site needs.)*

[DATE]

**GENERAL INFORMATION**

School Site Councils (SSC) are required by state and federal regulations. You are invited to become a candidate for membership on the School Site Council.

The **School Site Council (SSC**) represents parents, students, community members and school staff in school governance. SSC meetings are usually held monthly. The SSC is responsible for:

* Develop, implement, monitor, review and approval of the *Single Plan for Student Achievement (SPSA).*
* Identify resources to support SPSA initiatives.
* Review student performance data to determine needs.
* Review and update the Title I Parent Involvement Policy and School-Parent Compact.

The **English Learner Advisory Committee (ELAC)** makes recommendations to the SSC on the programs and services for English Learners and supports Parent Outreach activities at the school which are identified within the Single Plan for Student Achievement. You are invited to become a member of the ELAC committee, please contact the principal for more information.

**HOW OFTEN WILL YOU BE EXPECTED TO BE INVOLVED?**

The school and district are responsible for providing you with the information and training annually on how to be an effective member. Generally, committees meet once a month for one – two hours.

**NEED FOR PARENTS/COMMUNITY MEMBERS NOMINATIONS FOR THE 2018-2019 SCHOOL YEAR**

This is a two-year term. If you are interested in participating, please fill out the bottom portion of this letter/form and return it to the School Office. If you are nominating someone else, please make sure the person is in acceptance of your nomination, and ask him/her to fill out the bottom portion of this letter/form as well. **Nomination forms are due at the School Office no later than** [DATE]

**CONTACT PERSON** School Principal (Insert Principal Contact information)

Cut and return to school

Please return this form by [DATE] to have your name placed on the election ballot.

The person named below hereby declares himself/herself a candidate for election to the School Site Council (SSC).

❑ School Site Council (SSC)

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Print Name Signature

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Address Phone Number Email Address

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Student’s Name Teacher