

Sample Outreach Letter without Meeting Request

Hope Street Group's pilot project in Policy 2.0 brought together a team of educators and other professionals to develop recommendations for improving teacher evaluation systems. Their work resulted in the report, "Policy 2.0: Using Open Innovation to Reform Teacher Evaluation Systems." Become an agent for change by promoting the team's work in your community.

This letter is a sample of what you might send to a national, state, or local leader with whom you would like to share the report but not meet with in person. All letters should be customized, but the underlined portions must be replaced with your specific data.

Superintendent Sarah Smith
515 Tacoma County Office Building

Dear Superintendent Smith,

As a committed teacher at Lakeview Middle School, I share your passion for ensuring the best possible education for our students. I am very concerned about our district's current system of teacher evaluations, which are a critical element of education reform. [share a story about personal experience with evaluations]

The evidence is clear: ensuring a great teacher is at the front of the classroom is a critical part of helping students excel academically. However, the reality is that we do not know which teachers are effective because we do not know how to appropriately measure that quality—our current teacher evaluation systems are inadequate.

For the past several months, I have been working closely with Hope Street Group, a national non-profit organization committed to supporting an opportunity economy through reforms in education, to develop recommendations for improving evaluation systems. Hope Street Group convened a team of professionals, including 22 K-12 educators, six private sector professionals, and eight participants from the civil sector, to talk through the issues associated with teacher evaluations. The members of our policy team agree that rigorous evaluations that include objective measures of student achievement, coupled with clearly defined expectations and strong supports for improving teachers' capacity to instruct their students, are critical components of education reform. My fellow educators and I do not shy away from accountability; in fact, we believe that since effective teachers have an impact on student achievement, comprehensive evidence of student achievement should be a major part of teacher evaluation.

I have enclosed these recommendations and hope you will consider including them in our district's evaluation system. I believe that implementing a more effective system of teacher evaluation will make a lasting difference for the students and teachers of Tacoma County. Please do not hesitate to contact me at 555-0583 or jtyler@lms.edu.

Sincerely,
Jackie Tyler
Lakeview Middle School