

## A communication template for principals on use of federal relief funds

As federal relief funds flow to districts, principals will want to **engage the school's families and staff about what they see as strategies that will work this year**. Researchers at Georgetown University's Edunomics Lab worked with Edge Research to learn how district staff, principals, teachers, and parents engage with and react to information about school finance.

Here we've adapted those lessons to create a template that principals can use to engage their community in a way that cultivates trust and helps make the most of the federal relief dollars.

### Principal communication to school staff, parents, and students

As you may know, our district is receiving federal relief funding and has some decisions to make about the best way to use these one-time dollars. At this point, we'd like your thoughts on how to use \$ \_\_\_\_\_ per pupil to do the most for our students.

So far, our data suggests that our students need \_\_\_\_\_. And in engaging with our teachers/families, we're finding/hearing \_\_\_\_\_ and that matters for students because \_\_\_\_\_.

Some of the ideas under consideration are to:

- spend \$ \_\_\_\_\_ in order to do \_\_\_\_\_ for \_\_\_\_\_ students so they can \_\_\_\_\_.
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*EX: spend \$500 per pupil on 4-1 group tutoring for students behind grade level so they can get back on track in math and reading. For a list of some cost-equivalent options see [here](#).*

We'd like to hear from you now and as we move forward. Please share any thoughts on these or other spending ideas especially with regards to how we can leverage our temporary dollars to do the most for students. Feel free to contact me here \_\_\_\_\_ or to share thoughts with your teachers too. We'll be relaying your input to the district via our regular meetings on \_\_\_\_\_.

Some have already raised a legitimate concern about \_\_\_\_\_. Toward that end, we're \_\_\_\_\_. Our school will have the flexibility to \_\_\_\_\_ as needed to adjust to ensure/mitigate \_\_\_\_\_ for students.

Our hope is that these investments together with the hard work of our employees and families will mean that our students are able to \_\_\_\_\_.