**<Put this on your District letterhead or send via email>**

Date

Dear <Your District Name> Staff/Parents:

As we plan for and build our 2017-18 budget in XX District, there is one number that we cannot ignore – $7.8 billion dollars. That’s the State School Fund number that the Legislative Co-Chairs of Ways and Means say is the most likely funding level for Oregon’s K-12 school system, given the revenues currently available. While our legislators acknowledge that this is a “cuts” budget for K-12 schools, I want to tell you what this really means for our students.

At this proposed funding level, we are forced to consider the following cuts to the educational program we provide for XX students:

* Teachers/staff – include how many layoffs or positons that will go unfilled because of attrition
* Cuts to days/shortening the school year – how many days or weeks must be cut to balance the budget
* Loss of programs/eliminating programs – what course offerings or program cuts are on the chopping block
* Unsustainable spending/use of all reserves – explain how this will only delay the pain for one or two years and leave the district in a precarious financial position
* Other things you want to include – no new textbooks, continuing to use outdated computers, can’t fix the roof – etc.

I have communicated the impacts of $7.8 billion on our district – and more important, on our students – to our Legislators in Salem. I have asked them to make K-12 funding and our students a priority by finding a bipartisan solution to this continued disinvestment in our schools. I have asked them to fund schools at $8.4 billion – which is the level most districts need to avoid cuts for next year.

Our students deserve the best education system we can provide for them. And when you consider that Oregon’s economy is booming, it just doesn’t make sense that the Legislature is considering a $7.8 billion “cuts” budget for schools.

It’s not too late to make your voice heard in Salem. If you are inclined to do so, please take a moment and send an email to your elected representatives and share with them the impact that their budget decisions will have on our community and our children. Our friends at Oregon Rising have a useful webpage that provides tips on advocating effectively and respectfully. You’ll also be able to identify your legislators and their email addresses from that page. Visit [*oregon-rising.org/take-action*](http://oregon-rising.org/Take-Action) and speak up for our students.

Thank you in advance for lending your voice.

Sincerely,

Name

Title