

Sample Invitation

Send to a Principal You Don't Know or Adapt for an Established Relationship

[Date]

Dear [Name of principal],

I am the director of the [Name of Head Start program]. We share an interest in children's school readiness! [Program name] currently enrolls [number] children who will transition to kindergarten next year. Many of the children will enter your school.

I would like to invite you to visit our program at a time convenient for you. Perhaps you'd like to read to the children, share a snack, or meet with parents. You and I can explore ways to work together. We are located nearby, at [address].

(Consider proposing visit times or say when you will follow-up to schedule the visit.)

You may have heard of the **#LeadersinSchoolReadiness** social media campaign, where local Head Start programs and schools celebrate collaboration. It's a great opportunity to share our work with the community! The campaign was launched by the Office of Head Start and the U.S. Department of Education, with the National Association of Elementary School Principals and the National Head Start Association.

We look forward to introducing you to some of your future students!

Sincerely,

[Your name]

Director

[Name of Head Start program]