

SAMPLE LETTER TO THE EDITOR  
(Copy on your stationary/letterhead.)

Dear Editor:

Few realize that because of teacher absenteeism rates, one full year of a child's K-12 education is taught by substitute teachers. More often than not, these are extraordinary individuals who are willing to take on the challenge of providing quality education when permanent teachers are out of the classroom.

I believe it is time we do something to recognize the efforts of substitute teachers. These are members of our own community filling a void in the education of our children that cannot be overlooked.

The (School district/school) is planning a number of special activities during National Substitute Teacher Recognition Week, May 2 - 6 2011. We invite the members of our community to join us.

Sincerely,

(Name), (Title)  
(School district/School)  
(Include day and evening phone numbers)