

How to Use the Sequestration Invoice and Template Letter

Thank you for helping our grassroots effort to urge Congress to avoid the deep cuts of sequestration, cuts that could be as deep as 9% and impact all federal K12 education programs, including IDEA, Title I, Title II, and Perkins Career & Tech Education program in January 2013¹. Using the template invoice and letter provided, we are hoping to have school districts, school boards, Perkins directors, Title I directors and special education directors weigh in with the impact these cuts would have on current school year budgets.

The set of documents included here are designed to support your efforts to let your Congressional delegation know how the cuts of sequestration would impact your school district. It is a two-fold approach: the excel document will calculate the dollar amount your district stands to lose, and the template letter allows you to tell the story of your district, detailing what the cuts would mean in terms of job cuts, program reductions, and elimination of services.

Before beginning, you only need three pieces of information:

- School District Name and Address
- Senator/Representative Name and Address
- Your state/district's total 2011-12 allocation for Title I, IDEA State Grants, Title II Teacher Quality, and Perkins/Career Tech.

If you are unsure of whom your Congress Members are, you can look them up [online](#). This site directs you to a webpage where you can call to get the appropriate email address (most likely the education staffer).

Once you have all the information, you can fill out the excel spreadsheet. Once you input the numbers, the spreadsheet itself will calculate the potential cuts (at both the 7.1% and 9% levels). Make sure to save the excel spreadsheet to a dedicated location that is easily located, so you can access and email the completed invoice. *See the next page for a color-coded overview of the spreadsheet.*

After completing the invoice, it is time to complete the letter. The letter is designed to tell the story of sequestration. Beyond the straight dollar amount of the spreadsheet, the letter allows you to put a 'face' on the cuts of sequestration, detailing your district, the students you serve and what the cuts would mean to your district. Make sure to set the letter on school district letter head!

Once you have completed the excel spreadsheet and letter, send them up to Capitol Hill. Share the information with the education staffer in each office. This information is well-timed; your Congressional delegation will be home in August for the summer recess. This is an important conversation to have, and the information you provide here is a good starting point!

Should you have any questions, please contact Noelle Ellerson (nellerson@aasa.org).

See next page for Excel Spreadsheet Overview.

¹ Please note: This calculation is a rough approximation using the 2011-12 federal allocations to determine what the funding level would look like in the 2012-13 school year. The number generated by the spreadsheet is an approximation based on one school year's allocation. While it is fairly reliable, there are other factors at play that will impact the final depth of the cuts of sequestration, including forward and advanced funded programs, state-level inputs that may have some districts absorbing more of the cut than others, etc..

Once you have the information, you can fill in the chart, placing the information by the appropriate colored arrow:

- **Red:** Senator/Representative Address
- **Green:** Your District/Organization Name/State
- **Blue:** Your District/Organization Address
- **Purple:** 2011-12 Funding Level
- **Black:** Insert Any Additional Federal Programs (two spots)

INVOICE

DATE: 7/16/2012 16:45

TO:  *Insert Representative/Senator Name*
Insert Representative/Senator Office
Washington DC [20510/20515]

FROM:  *Insert Individual Name/Title*
Insert School District
Insert Street Address
Insert City/State/Zip

RE: Sequestration Invoice

The failure of the Joint Select Committee on Deficit Reduction (Super Committee) to produce a bill identifying budgetary savings of at least \$1.2 trillion over ten years has triggered an automatic spending reduction process (called sequestration) that takes effect on January 2, 2013. For FY13, these cuts will be applied to most programs, including all discretionary education programs, except Federal Pell Grants. The depth of the cuts is estimated to be between 7.8% and 9.1%, which would reduce funding for the US Education Department by \$3.5 billion to \$4.1 billion, affecting millions of students and leading to potentially significant job losses and program eliminations for the nation's schools, the educators who run them, and the students they

[Insert School District Name] submits the following invoice to provide an estimate of what the cuts would mean:

District:	State:		
Program	11-12 Funding Level	7.8% Cut	9.1% Cut
Title I Grant to LEA		\$ -	\$ -
Title II Teacher Quality State Grant		\$ -	\$ -
IDEA Section 611 Grant to State		\$ -	\$ -
Career & Tech Ed State Grant		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

SUMMARY		
Program	Outstanding Balance	
	7.8% Cut	9.1% Cut
Title I	\$0.00	\$0.00
Title II	\$0.00	\$0.00
IDEA	\$0.00	\$0.00
Career/Tech	\$0.00	\$0.00
	\$0.00	\$0.00
	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00
BALANCE DUE:	\$0.00	\$0.00

CC: Congressional Delegation
 CC: INSERT NAME OF YOUR Organization's CONTACT PERSON