**MEMORANDUM**

TO: [Insert Principal Name]

FROM: [Insert District Administrator Name]

DATE: [Insert Date]

SUBJECT: [Human Sexuality Curriculum for grades \_\_\_\_ approved by \_\_\_\_District Board of Trustees]

Dear:

The [District Name] and Board of Trustees would like to inform you of the decision to approve Human Sexuality Instruction curriculum for the following school(s):

**Curriculum**  **Schools**

* [Insert Curriculum Name] [School Name]

[District Name] understands that teen pregnancy, sexually transmitted infections (STIs), and healthy relationships are important issues that impact student performance, attendance and high school graduation rates. [Insert optional statement with recent district/community data regarding teen births or STI rates, e.g. As of 2020 the teen birth rate in our county is \_#\_ per 1,000 adolescent girls ages 15-19. This data can be found on the [TX Campaign website – County Fact Sheets](https://txcampaign.org/research-data/county-fact-sheets/).] Though there are many risk factors that contribute to teen pregnancy and STIs. Schools have the responsibility to implement effective prevention programs to ensure the academic success of all our students. The [District Name] school health advisory council (SHAC) made up of parents, teachers and community leaders reviewed evidence-based human sexuality instruction curricula based on effectiveness, appropriateness and student needs. Under careful consideration and review of these curricula, they recommended [Curriculum Name], a program shown to [Insert health outcomes]**.** [Curriculum Name]consists of [ # of lessons] taught in[Insert grades]**. The [District] Board of Trustees approved this curriculum through a record vote at the [date] school board meeting.**

We look forward to your assistance and support in ensuring implementation of the above stated program(s) in your school. Teachers will need support from school administration to attend curriculum trainings and may need additional classroom resources to facilitate implementation. Per state law, parents or guardians must provide written consent for students to participate in this instruction. Parental Consent Forms are available for use—[templates are enclosed OR please contact our district coordinator for template copies]. For additional help please direct your questions regarding the program and its contents to [Insert District Coordinator Name and Contact Information].

Thank you for your assistance in this process.

Sincerely,

[District Administrator Name]