Dear [SCHOOL LEADER],

As you are well aware, [STATE] and [DISTRICT] has a longstanding commitment to supporting the physical, social, and emotional wellness of our students critical to their academic success. In particular, [STATE] and/or [DISTRICT] has been working on [Insert state legislation/ x Initiative/ Governor’s Commitment/ X Strategic Plan]. As part of driving these efforts forward, we are encouraging schools in [DISTRICT] to use a free, web-based platform called The School Health Assessment and Performance Evaluation (SHAPE) System (www.theshapesystem.com). The SHAPE System is designed to improve school mental health accountability, quality, and sustainability nationwide. SHAPE is hosted by the National Center for School Mental Health (NCSMH) at the University of Maryland School of Medicine and is funded in part by the US Department of Health and Human Services.

Our office has closely reviewed SHAPE and we are confident that it is a powerful resource for schools. SHAPE houses the School Mental Health Profile and the School Mental Health Quality Assessment, both of which are designed for schools to document school mental health components, assess the comprehensiveness of a school mental health system, prioritize quality improvement efforts, and track improvement overtime. SHAPE is not simply a data submission portal; it offers a user-friendly workspace, customized reports, and resources to support strategic action planning related to improving and growing school mental health services and supports.

To get started on the SHAPE System, complete the following steps:

1. Sign Up
	* Visit [www.theshapesystem.com](https://www.theshapesystem.com/) and click “Sign Up” in the upper righthand corner. To open a school account, you must be employed by the school.
	* You will be asked to enter basic questions about yourself, including your email. This ensures that you stay up-to-date on activity within the account. The NCSMH rarely sends emails to SHAPE users.
	* Complete the short seven question survey to the best of your knowledge.
2. Assemble a multidisciplinary school team involved in school mental health efforts. Each of these individuals should register for the school account.
	* As a team, complete one School Mental Health Profile, which collects information and provides a snapshot of the multi-tiered services and supports, staffing, financing, and data systems in your school mental health system.
	* Complete the School Mental Health Quality Assessment (as individual or as a team). This assessment is designed for teams to assess the comprehensiveness of their school mental health system and to identify priority areas for improvement.
	* Your team will receive free, custom reports based on your responses. Schools are encouraged to use their report results to navigate the extensive resources library.

The National Center for School Mental Health is available to provide SHAPE support (ncsmh@som.umaryland.edu). You may also contact our office directly with any questions or concerns [INSERT EMAIL ADDRESS].

We are pleased to offer you SHAPE as a tool to engage in ongoing quality improvement for your school mental health system, and we thank you for your commitment to supporting student mental health!

Sincerely,

[SIGNATURE]