**INSTRUCTIONS:** Below is a sample letter students and/or parents can fill out and send to their school if their school is a Title I school serving 6th to 12th grade students, but is not providing free menstrual products in at least half of the school’s bathrooms. The letter should be addressed to the principal, vice principal, or other school administrator. Always make sure you submit any complaint in writing and date your document. After submitting the letter, ask for a dated copy for your records. For example, if you submit a copy of the letter in person, ask for a stamped copy with the date it was received; if you submit by email, keep a copy of the sent email.

[School Administrator]

[Address]

[City, State, Zip Code]

[Date]

Dear [School Administrator],

I am a [student/parent or guardian of a student] attending [school name] in [name of school district]. Under California Education Code Section 35292.6, all Title I schools serving 6th to 12th grade students are required to provide free menstrual hygiene products, including pads and tampons, in at least half of on-campus restrooms, regardless of whether the restrooms are multi-user gendered restroom or single-user restrooms. This law states:

A public school maintaining any combination of classes from grade 6 to grade 12, inclusive, that meets the 40-percent pupil poverty threshold required to operate a schoolwide program pursuant to Section 6314(a)(1)(A) of Title 20 of the United States Code shall stock at least 50 percent of the school’s restrooms with feminine hygiene products at all times.

A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils, including, but not limited to feminine hygiene products.

For purposes of this section, “feminine hygiene products” means tampons and sanitary napkins for use in connection with the menstrual cycle.

My school is a Title I school, but is not following the law because [the school is not providing any free menstrual hygiene products /the school has not made free menstrual hygiene products available in half of on-campus restrooms /other reason].

I urge you to take immediate steps to make free menstrual hygiene products available in at least half of school restrooms at [school]. I ask that you respond in writing letting me know the date when menstrual products will be made available on campus.

Sincerely,

[Your Name]

[Student/Parent] at [school name]

[contact information such as phone or email]