**SAMPLE MENSTRUAL EQUITY FOR ALL ACT LETTER**

**INSTRUCTIONS:** Copy the letter below and fill out the yellow highlighted portions. You can send the letter to your school principal and/or your school district superintendent if your school is not providing free menstrual products or fully following the law. Always keep a dated copy for your records!

**[DATE]**

**[School Administrator - E.g., Principal, Vice Principal, and/or District Superintendent]**

**[Address]**

**[City, State, Zip Code]**

**[email]**

Dear **[School Administrator]**,

I am a **[student/parent/guardian]** attending **[school name]** in **[name of school district]**. I am writing to ask that you ensure the **Menstrual Equity for All Act (Education Code 35292.6)**, a law that requires schools to provide free menstrual products, is fully implemented at our school. The unexpectedness of periods means they can happen anywhere, at any time, and, for students, having to find menstrual products during school hours can take away from class time, cost money, and cause serious anxiety and embarrassment. Menstrual products are basic necessities, just like toilet paper and soap. When they are readily and consistently accessible in schools, students can stay focused on learning instead of worrying about how to manage their periods.

The Menstrual Equity for All Act has two main requirements. First, as of the start of the 2022-2023 school year, California public schools serving any grade 6-12 must provide free and accessible menstrual products, including **both** pads and tampons, in all women’s restrooms and all-gender restrooms, and in at least one men’s restroom. Schools serving any grade 3-5 must do the same by the start of the 2024-2025 school year.

Second, the law requires that schools inform students about this right by posting clear notices in every restroom required to stock such products. The notice must include the text of the law and contact information, including an email address and telephone number, for the staff member responsible for ensuring compliance.

Our district has not yet fully implemented this law because **[explain what is happening at your school]**. I am requesting that you investigate this issue and respond in writing within **two weeks** with the steps our district plans to take to follow the Menstrual Equity for All Act and ensure students can access the menstrual products they need. I also urge you to make sure that students have a chance to share their thoughts on how to create a strong menstrual product program and would like to meet with you to talk further about how to do that.

For more information on implementing the law, including logistics, funding, and school engagement, please see: **The Menstrual Equity for All Act: An *Updated* Handbook for CA K-12 California Public School Districts** (also available on the CA Health Education website). Thank you for your leadership on this incredibly important issue!

Sincerely,

**[Your Name]**

**[Student/Parent] at [school name]**

**[contact information such as phone or email]**