

Guide to Submitting a Public Comment

Below is a simple template to help you write your own public comment. **Personalize it** by adding a few sentences about why Head Start matters to you, your family, or your community.

Short, personal comments make a difference. Submitting your comment only takes a few minutes.

How to Submit Your Comment

1. Visit the [Head Start proposed rule](#).
2. Click the “Comment” button on the top, left of the page.
3. **Add your comment.** Copy and paste your personalized comment into the comment box. You also have the option to upload your comment as a file.
4. **Complete the required information.** Follow the prompts to identify yourself and provide any required information.
5. **Review and submit.**
6. **Save your confirmation.** After submitting, you'll receive a Comment Tracking Number. Save it for your records.



Comments submitted through [Regulations.gov](#) become part of the public record. Avoid including personal or confidential information that you would not want made publicly available.

Sample Public Comment Template

Re: Reducing Federal Burden for Head Start Programs (RIN: 0970-AD30)

Dear Secretary Kennedy,

I am writing to urge the U.S. Department of Health and Human Services to protect the Head Start Program Performance Standards and withdraw the proposed rule.

[ADD 2–4 SENTENCES ABOUT WHY YOU CARE.]

Not sure what to say? Consider:

- *Are you or someone you know a Head Start parent, educator or alum? Tell your story about how Head Start has impacted you, your family or community.*
- *Why is access to high-quality early learning important to you? Describe a specific experience.*

- What do you want decision-makers to know about the children and families Head Start serves?

For more than 60 years, Head Start has helped children and families access high-quality early learning alongside health services, developmental supports and meaningful family engagement. The Head Start Program Performance Standards help make that comprehensive approach possible.

The proposed rule would fundamentally change those standards and make it harder for Head Start programs to deliver the high-quality services children and families deserve.

Specifically, the proposal would:

- Eliminate research-based standards that support educational quality, child safety and healthy development.
- Remove evidence-based teacher-child ratio requirements that support individualized learning and safe learning environments.
- Reduce protections and services for infants, children with disabilities and multilingual learners.
- Limit opportunities for parents to shape their local Head Start programs.
- Make it more difficult for communities, especially rural communities, to sustain high-quality Head Start services.

For these reasons, I respectfully urge HHS to withdraw this proposed rule.

Thank you for considering my comments.

Sincerely,

[YOUR NAME]

Public comment guide adapted from *Start Early's* "A Simple Guide To Submitting A Public Comment" (9/1/2026)

Para ver una versión en español de esta plantilla de comentario público, haga clic aquí:
https://docs.google.com/document/d/1xJZ6HoO9j0sWGNydyO9OnN3rST09ocew/edit?usp=drive_link&ouid=118256283543033231982&rtpof=true&sd=true