Ci3T Template Emails

# Directions: Template sample emails to Ci3T Leadership Teammembers are provided for Implementation Session 3Implementation Session 3

## 1 Week before Email

Subject: Ci3T Implementation Session 3 [day of the week] [date]

Greetings!

We are looking forward to meeting with your team at the third Implementation Support session on **[day of the week and date]**.  The session is entitled “Using your Data to Inform Instruction,” and will be held in **[room name]** at **[venue name and address].** You can find an agenda for the session attached to this email. As a reminder, we will not be able to provide food at these sessions.

The focus of this session is working with schoolwide data, including social validity, treatment integrity, and screening data to refine and inform school practices. Teams will review Ci3T Implementation Reports, consider screening data, and make plans for sharing these data with your faculty and staff.  When examining schoolwide data, it is important to consider issues related to equity. On that topic, we offer a few recommended readings below you might consider reviewing prior to the session. You will find links to the readings (accessed through [pbis.org](https://urldefense.proofpoint.com/v2/url?u=http-3A__pbis.org&d=DwMGaQ&c=l45AxH-kUV29SRQusp9vYR0n1GycN4_2jInuKy6zbqQ&r=zWspV8VSNBWp30LjTC_TGVXl2DbtPlFUux1B6k1EPPM&m=EnQZpoC-oqK-MU26BOFbcTcrmVckSzyDtAb4F1mific&s=Ik-pCQ1YitJw6LvTBrbFPyiDVrWl442-LJrX6g0aF7Q&e=)) on the attached agenda and at the bottom of this email.  If you are able to read only one article prior to the session, we recommend prioritizing *Examples of Engaging Instruction to Increase Equity in Education* (Chaparro, Nese, & McIntosh, 2015).

**Recommended Readings for the Session**

[Green, A. L., Nese, R. N. T., McIntosh, K., Nishioka, V., Eliason, B., & Canizal Delabra, A. (2015). *Key elements of policies to address disproportionality within SWPBIS: A guide for district and school teams*. OSEP Technical Assistance Center on Positive Behavioral Interventions and Supports. www.pbis.org](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.pbis.org_Common_Cms_files_pbisresources_PBIS-2520Disproportionality-2520Policy-2520Guidebook.pdf&d=DwMGaQ&c=l45AxH-kUV29SRQusp9vYR0n1GycN4_2jInuKy6zbqQ&r=zWspV8VSNBWp30LjTC_TGVXl2DbtPlFUux1B6k1EPPM&m=qpWaBYYJI4jxq6GLYdhZb28uSVlsTZE2S48KNJ69E3c&s=s1SZUxRZnavlIiyquDL6-t2slj-XMxjdyvB33XNvTBs&e=)

[Chaparro, E. A., Nese, R. N. T., & McIntosh, K. (2015). *Examples of engaging instruction to increase equity in education*. OSEP Technical Assistance Center on Positive Behavioral Interventions and Supports. www.pbis.org.](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.pbis.org_Common_Cms_files_pbisresources_Engaging-2520Instruction-2520to-2520Increase-2520Equity-2520in-2520Education.pdf&d=DwMGaQ&c=l45AxH-kUV29SRQusp9vYR0n1GycN4_2jInuKy6zbqQ&r=zWspV8VSNBWp30LjTC_TGVXl2DbtPlFUux1B6k1EPPM&m=qpWaBYYJI4jxq6GLYdhZb28uSVlsTZE2S48KNJ69E3c&s=Fr6IFxlABwMGljzOMGG4KWldG5mtg1-qcqBu6pIbBXM&e=)

**Preparation**

* We strongly encourage every Ci3T Leadership Team member to bring a laptop to the training.  We recommend at a minimum there be three laptops per team.  Computers will be used to access Dropbox for materials, agenda, PowerPoint, etc. as well as schoolwide data.
* The session agenda is attached and will also be available in Dropbox.  If you would like a hard copy, feel free to print one for yourself, otherwise plan to work on your computer.
* Please also bring your Ci3T interactive eBook, the four books, and journal special issue:

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**Location and time.** The implementation session will be held in the **[room name]** at **[venue name and address]**. We will begin promptly at **[start time]** and end at **[end time]**. We welcome you to arrive a few minutes early to set up your technology and select your favorite seat.

**Parking.** Parking is **[describe parking location and any related expenses].**

We look forward to seeing you all on **[date]**! Please feel free to contact **[contact name]** by email or phone **[phone number]** if you have any questions.

Respectfully,

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| --- | --- | --- |
| **Ci3T Team Implementation Support****[location]** |  | Times |
| 1. Session 1
 | **[date]** | **[times]** |
| 1. Session 2
 | **[date]** | **[times]** |
| 1. Session 3
 | **[date]** | **[times]** |
| 1. Session 4
 | **[date]** | **[times]** |
| 1. Session 5
 | **[date]** | **[times]** |

1 Day before Email

Subject: Ci3T Implementation Session 3 Tomorrow

Greetings!

We are looking forward to working with you **tomorrow!** Just a last reminder that the location for tomorrow’s Ci3T Implementation Session 3 is [room, building, full address, parking instructions]. Please contact us if you have any questions.

Registration opens at [time], and we will begin promptly at [time].

**Laptop:** We strongly encourage everyCi3T Leadership Team member to bring a fully charged laptop. Documents will be available in Dropbox.

**WiFi:** User name: [location Wi-Fi username]

 Password: [location Wi-Fi password]

Please also bring your Ci3T interactive eBook, the four books, and journal special issue:
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We look forward to seeing you soon! Please feel free to contact us with any questions (emails are great, or contact [contact name] directly at [contact phone]).

Respectfully,