Ci3T Template Emails

Directions: Template sample emails to Ci3T Leadership Teammembers are provided for Implementation Session 1.

# Implementation Session 2

## 1 Week before Email

Subject: Ci3T Implementation Session 2 [day of the week] [date]

Greetings!

We are greatly looking forward to meeting with your team at the second Implementation Support session on **[day of the week and date].** The session is entitled “Planning for Success:  Monitoring and Communication,” and will be held in **[room name]** at **[venue name and address].** You can find an agenda for the session attached to this email.

The focus of this session is working with your fall screening information that you have collected as part of regular school practices.  We will look at this information to inform instruction and facilitate communication with stakeholders. We have sent more specific information to Principals for how to bring this information to the session.

**Preparation**

* **Please make sure you have access to your fall screening information (attend to district policies regarding security and permissions).**
* We strongly encourage every Ci3T Leadership Team member to bring a laptop or tablet 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.
* The training 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 tablet or 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,

**[Ci3T Trainer names]**

|  |  |  |
| --- | --- | --- |
| **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 2 Tomorrow

Greetings!

We are looking forward to working with you **tomorrow!** Just a last reminder that the location for tomorrow’s Ci3T Implementation Session 2 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; look for your folder invitation later this afternoon!

**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,