# Week Before Email

Greetings!

Thank you again for registering for the 2019-2020 Ci3T **EMPOWER** Professional Learning Series. We are excited to work with you all during our upcoming session! The first session of the year, “**Moving Forward with Ci3T: Setting Up for Success”** will be led by **[presenter name]**. This session will be held on **[day, month, date year] from [time] to [time]**, in **[location]**. This session is open to all preK-12 Ci3T Leadership Team members, teachers, administrators, related service providers, paraprofessionals, and parents interested in learning more about proactive, systematic methods of looking for and supporting students who might require additional assistance beyond Tier 1 to experience success in school.

Please note the following items:

* An agenda for the session is attached if you would like to print a hardcopy.
* Please bring your charged laptop to the session so you can access materials on the ci3t.org website.

If you have any additional questions or concerns, please contact **[contact name]** (**[email]**).We look forward to our time with you!

# Day Before Email

Greetings!

Thank you again for registering for **tomorrow’s** Ci3T **EMPOWER** Professional Learning Series first session. We are excited to work with you all tomorrow! This session, “**Moving Forward with Ci3T: Setting Up for Success”** will be led by **[presenter name]** on **[day, month, date year] from [time] to [time]**, in **[location]**. This session is open to all preK-12 Ci3T Leadership Team members, teachers, administrators, related service providers, paraprofessionals, and parents interested in learning more about proactive, systematic methods of looking for and supporting students who might require additional assistance beyond Tier 1 to experience success in school.

Please note the following items:

* An agenda for the session is attached if you would like to print a hardcopy.
* Please bring your charged laptop to the session so you can access session materials on the ci3t.org website.

If you have any additional questions or concerns, please contact **[contact name]** (**[email]**).

We look forward to our time with you tomorrow!

# Thank You Email

Greetings!

Thank you for attending last night’s **EMPOWER** professional learning session! We were inspired to see so many educators come out to learn more about implementing Ci3T models. Our next session, **“Empowering Educators with Low-intensity Strategies to Increase Engagement and Minimize Disruption,”** will be held on **[day, month, date year]**.To sign up for the next or any EMPOWER session this year, visit <http://www.ci3t.org/pl> and scroll down to the EMPOWER section. We look forward to seeing many of you again at future EMPOWER sessions!

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| **Ci3T EMPOWER Sessions****[Location]****Attended by:** School Ci3T Leadership TeamsCi3T District Trainers and CoachesFaculty and StaffFamilies (adults only)Community Members |  | Times CST |
| 1. Empowering Educators with Low-intensity Strategies to Increase Engagement and Minimize Disruption
 | **[enter date]** | **[enter time]** |
| 1. Supporting Students who Need More than Tier 1: Connecting Students with Secondary (Tier 2) and Tertiary (Tier 3) Interventions
 | **[enter date]** | **[enter time]** |
| 1. Supporting Students Across the Tiers: Managing Acting Out and Internalizing Behaviors
 | **[enter date]** | **[enter time]** |
| 1. Moving Forward with Ci3T: Planning for Success
 | **[enter date]** | **[enter time]** |

If you have any additional questions or concerns, please contact **[contact name]** (**[email]**).Thank you again for your attendance!

Sincerely,