# Week Before Email

Greetings!

Thank you again for registering forCi3T **EMPOWER** Professional Learning Series. We are so impressed that you would take the time to sign up at this very busy time of the year. This session, entitled “**Supporting Students Across the Tiers: Managing Acting Out and Internalizing Behaviors,”** will be led by **[presenter name]** andwill be held on **[day, month, date year] from [time] to [time]**, in **[location]**, at the KU Adams Alumni Center. This session is open to Ci3T Leadership Team members as well as faculty and staff interested in learning more about Ci3T.

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. We are so impressed that you would take the time to sign up at this very busy time of the year. This session, entitled “Supporting Students with Challenging Behaviors: Managing Acting Out Behavior,”will be led by **[presenter name]** andwill be held on **[day, month, date year] from [time] to [time]**, in **[location]**. This session is open to Ci3T Leadership Team members as well as faculty and staff interested in learning more about Ci3T.

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 name]** (**[email]**). We look forward to our time with you!

# Thank You Email

Greetings!

Thank you for attending last night’s **EMPOWER** professional learning session! We are inspired to see so many educators come out to learn more about implementing Ci3T models. Our next session, **“Moving Forward with Ci3T: Planning for Success,”** will be held on **[day, month, date year]**. To sign up for the next EMPOWER session, or any remaining EMPOWER sessions 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****[enter location]** **Attended by:** School Ci3T Leadership Teams Ci3T District Trainers and CoachesFaculty and StaffFamilies (adults only)Community Members |  | Times CST |
| 1. Moving Forward with Ci3T: Planning for Success
 | **[enter date]** | **[enter time]** |

**If you would like to include last night’s professional learning experience on your resume or CV, simply copy and paste this citation into your resume or CV:**

|  |
| --- |
| Attended Professional Learning (2 Hours) XXXX, XXXX, XXXX, XXXXX. (2020, April). *Project EMPOWER session 4, Supporting students across the tiers: managing acting out and internalizing behaviors*. A presentation at the University of Kansas Alumni Center, Lawrence, KS. |

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

Sincerely,