

# 15 Email Templates

Adapt these email templates for your own purposes. You can archive the emails and keep them as another source of information about your work with teachers.

## SAMPLE EMAIL REMINDER ABOUT AN UPCOMING COACHING SESSION

### Directions:

- Send a reminder email with the goals and action steps to both teachers at least one day before the scheduled meeting.
- The subject line can read: Our next coaching session: <Day of the Week, Date>
- Personalize this email as you see fit. For example, you may want to use bullets or you may want to write in complete sentences. The email should contain all of the following information. Keep in mind that people are more likely to read an email that is concise when they are short on time.

Dear <Lead Teacher and Teaching Assistant>,

Last week, we developed the following goal(s) and action steps:

Goal: \_\_\_\_\_

Action steps:

- \_\_\_\_\_ <Teacher Name>
- \_\_\_\_\_ <Teacher Name>

I will be visiting your classroom on <Day of the Week, Date> at <Time>.

*[You may want to pose a question or offer a prompt that elicits a response from the teachers. For example: We'll take a look at your notes of individual child behavior during our meeting. How did small groups go yesterday? Was every child able to participate in small group this week?]*

Please let me know if you have any questions about my next visit. I look forward to being back with you and your students and continuing our work with <the new curriculum>.

Sincerely,

<Coach Name>

## SAMPLE EMAIL AS A FOLLOW-UP TO THE COACHING SESSION

### Directions:

- Send a reminder email with the goals and action steps to both teachers one to two days after the scheduled meeting.
- The subject line can read: Coaching session: week of <Date>, thank you!
- Personalize this email as you see fit. For example, you may want to use bullets or you may want to write in complete sentences. The email should contain all of the following information. Keep in mind that people are more likely to read an email that is concise when they are short on time.

Dear <Lead Teacher and Teaching Assistant>,

Thank you again for welcoming me into your classroom and for all your work with <the new curriculum>. This week, I observed Ms. \_\_\_\_\_ lead whole-group activities and Ms. \_\_\_\_\_ lead a small-group activity \_\_\_\_\_.

*<Here add a detail about a strategy that worked well for one of the teachers. For example, Ms. X modeled two times before asking the children to work on their own—it seemed very helpful!>*

Goal: \_\_\_\_\_

- \_\_\_\_\_ <Teacher Name>
- \_\_\_\_\_ <Teacher Name>

Next week, I will return on <Date> at <Time> and will observe:

- \_\_\_\_\_
- \_\_\_\_\_

Please let me know if you have any questions about my next visit. I look forward to being back with you and your students and continuing our work together.

Sincerely,

<Coach Name>