

Sample email to administrators

Use this template to email your administration to inform them of your plans to facilitate a Newsela peer learning session. Note: Update the text highlighted in brackets to include your meeting details.

Subject Line: Newsela peer learning opportunity for [your school/grade/ department] teachers

Email copy:

Dear [administrator's name(s)],

I would like to host a Newsela peer learning session for [your school, grade, or department] teachers. All teachers at our school have access to a Newsela subscription, which has differentiated, authentic texts to drive student engagement. During this time, attendees will learn Newsela basics, discuss best practices for use in the classroom, and share how Newsela connects to [your district's] priorities. Below please find the meeting logistics:

Location: [insert location]

Date: [insert date]

Time: [insert time]

Please let me know if the specified date and time work. Thank you!

Best,

[your name]

