

# Sample email to participants

Use this template to send out email invites to your colleagues. Note: Update the text highlighted in brackets to include your meeting details.

Subject: You're invited! Newsela peer learning opportunity for [your school/grade/department] teachers

Email copy:

Dear colleagues,

I will be hosting 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 session, you'll have learn Newsela basics, discuss best practices for use in your classroom, and see how Newsela works to support several of our district's priorities.

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]

