**Email for Communicating Standards Training to the Review Committee**

*This resource is a sample email communicating the goals and agenda for the training to the team.*

Team –

We are looking forward to our standards training next week from 9:00-3:00. This training will help us get on the same page about our understanding of the standards and begin to make connections to our upcoming materials selection work. During the training, we’ll all be doing the work of the standards – including reading and analyzing passages, completing tasks, and writing. Come ready to engage deeply in the work of the standards!

Below are high-level goals and agenda for the day:

**Goals:**

* As a team, we have a clear, shared vision for the rigor of the 6-8 ELA standards.
* We understand the shifts of the standards and how they are articulated in the 6-8 ELA standards.
* We can name elements of strong ELA content and content pedagogy.

**Agenda:**

9:00-9:30 – Opening, icebreaker norms, and purpose setting

9:30-11:30 – ELA assessment and debrief

11:30-12:00 – Review of the shifts

12:00-12:30 – Lunch

12:30-2:30 – Text complexity, text-dependent questions, and knowledge building in the standards and instruction

2:30-3:00 – Summary, synthesis, and closing

Please bring a computer to training. Reach out with any questions.

Best,

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