

Email Templates for Your Toolkit!

The Appreciation Email: Set a goal to send these out each week to show genuine appreciation to your staff! Consider including your paras, custodians, SROs, cafeteria workers, etc.!

Subject: You Made a Difference Today

Hi [Name],

I just wanted to take a moment to say thank you. Your [specific action] didn't go unnoticed, and it made an impact on [students/staff/families]. It's small moments like these that help define who we are as a school. I appreciate your care and consistency.

– [Your Name]

The Tough Conversation Follow Up: Use this email to document tough conversations and agreed upon action steps and touch points post meeting. This email sounds supportive (and is) but also gives you documentation you need! Keep them in a folder in your email drive in case you ever need them!

Subject: Thanks for the Conversation Today

Hi [Name],

I appreciate your time today and your openness to the conversation. As we discussed, [brief recap of key takeaways, expectations, or next steps]. I'm here to support your success, and I know we're both focused on what's best for students. Let's reconnect on [date/time or progress check-in].

– [Your Name]

The Positive Parent Touchpoint: Reach out to families using this simple template to let them know you see the awesome things their kids are doing at school! This is a great way to build relationships with families especially with some of your "frequent flyers"!

Subject: Just a Quick Note About [Student Name]

Hi [Parent Name],

I wanted to share something great I've seen from [Student Name] this week—[specific behavior, improvement, or moment]. We love having them at [School Name], and I thought it might make your day like it made mine.

– [Your Name]

The Tough Parent Email: Address a concern with a parent while keeping tone calm, collaborative, and student-focused. They feel heard, you have a paper trail, and you're sharing that everyone's working towards the same goal!

Subject: Following Up About [Student Name]

Hi [Parent Name],

Thank you for sharing your concerns about [Student Name]. I hear how important this is to you, and I want you to know we're working together toward the same goal—[Student Name]'s success.

Here's what we've done so far: [brief, factual list].

Here's our next step: [brief plan].

If you have any additional information or observations from home, please share them with me—it helps us keep the support consistent.

I'll check in with you again on [date] so we can keep the lines of communication open.

— [Your Name]

Bonus:

The Student Reset Conversation: Use this script to help deescalate a student situation. It helps you remain calm and gives the students an out and a clear opportunity to refocus and change their behavior. It's a great place for any adult to start when a child needs redirection!

"Hey [Student Name], I can tell something's off right now. Let's pause for a second. Here's what I saw: [state observation, not judgment].

That's not who you are, and I know you can reset. So here's what we're going to do: [brief plan—move seats, take a walk, try again].

I'm giving you a clean slate—let's make the rest of the day better than the last few minutes."