

Sample Email for building a Future Ready Leadership Team - [Step 1](#)

To: [Educators (Teachers, Principals, District Leadership, etc)]
From: [Superintendent or Future Ready Project Manager]
Subject: Join [District Name's] Future Ready Planning Team



Dear [Name],

[District Name] joined over 3,500 districts across the country and made the commitment to becoming Future Ready! In doing so, we will work with students, educators, families, our community, and the FRS network of support, to continuously create student-centered learning environments in all the schools that we serve. As part of our Future Ready planning process, we are creating a team of leaders who can inform our district's action plan and implementation strategy. This Future Ready Leadership Team will help [District Name] make the best planning decisions that will lead to a more personalized learning experience for all students in our district.

If you are willing to be a member of our planning team, please familiarize yourself with the [Future Ready Framework](#), comprised of seven gears plus collaborative leadership. This evidence-based framework will serve as the foundation for our planning process.

Please review the framework by [Date and Time Due] so that we can take the next step in the process. Your support is the key to a relevant and meaningful Future Ready action plan. We look forward to working together improve the learning experiences of each of our students.

If you have any questions, please contact [Future Ready Team Lead] at [contact method].

Sincerely,

[District Name, Future Ready Project Manager OR Superintendent]

***Note: The text above is a sample and may be used as a template. It is recommended that the district customize the contents of the email to meet the needs of the group.*