Email for Communicating About the Selection Process

This resource provides sample emails—one to teachers and one to families—that can be shared to communicate how the selection process will go.

Teachers—

One of the best qualities about our district is our commitment to reflection. Our rewarding, challenging, and ever-evolving work with students pushes us to step back and consider where we are and where we want to go. In recent conversations about the state of our instruction, it has become clear that we have an overwhelming desire to have high-quality, demanding, and engaging materials in the hands of teachers and students. To meet the standards and to support all of our learners, we are ready to explore the very best curriculum opportunities available to us in [subject/grade band].

The path to selecting a curriculum is an intense and exciting one. To this end, we are committed to a curriculum selection process that is comprehensive in scale and 100% transparent to all of our teachers, instructional leaders, and families.

We have carefully assembled a Review Committee from a pool of outstanding applicants. This group will lead us in the work of evaluating and deciding upon the best curriculum for our district. Our Review Committee includes principals, instructional coaches, teachers from each grade level, and parents. Every school has at least one representative on the Review Committee.

Over the next several months, the Review Committee will receive training on academic standards, develop a set of criteria to evaluate materials, select the best resources to evaluate, and test out resources in many of your classrooms. Central to the committee's work will be input from each of you, so please be ready to share your thoughts through forthcoming surveys and focus groups.

Our goal is to select a curriculum by [date] and we will share the decision with you then. To keep you informed along the way, we will provide a brief email each month with updates on the selection process. We welcome your questions at any point along the way, so please do not hesitate to reach out.

Best,

[Director of Schools]

Originally sourced from Instruction Partners

Families—

As a district, we are committed to reflecting on where we are and where we want to go. In recent conversations about the state of our instruction, it has become clear that we have an overwhelming desire to have high-quality, demanding, and engaging materials in the hands of our teachers and students. To meet the standards and to support all of our learners, we are ready to explore the very best curriculum opportunities available to us in [subject/grade band].

The path to selecting a curriculum is an intense and exciting one. To this end, we are committed to a curriculum selection process that is comprehensive in scale and 100% transparent to all of our teachers, instructional leaders, and families.

We have carefully assembled a Review Committee from a pool of outstanding applicants. This group will lead us in the work of evaluating and deciding upon the best curriculum for our district. Our Review Committee includes principals, instructional coaches, teachers from each grade level, and parents. Every school has at least one representative on the Review Committee.

Over the next several months, the Review Committee will receive training on academic standards, develop a set of criteria to evaluate materials, select the best resources to evaluate, and test out resources in teachers' classrooms. The committee will be seeking input from parents, so please be ready to share your thoughts through forthcoming surveys and focus groups.

Our goal is to select a curriculum by [date] and we will share the decision with you then. We welcome your questions at any point along the way, so please do not hesitate to reach out.

Best,

[Director of Schools]

Originally sourced from Instruction Partners