Hello,  
  
We are excited about our upcoming High-Quality Feedback District Workshop. Attached you will find supporting materials for our workshop. Please ensure you have access to these when you attend our workshop.

***(for in person training)***

*Meeting Logistics*

*Date:*

*Time:*

*Location:*

*(for virtual training)*

*Meeting Logistics*

*Date:*

*Time:*

*Link to Training:*

As a reminder, you will need a **complete set of scripting notes from an observation you recently completed, as well as the areas of refinement and reinforcement for that lesson.** We will use these notes to complete a feedback design activity during the workshop.

I look forward to seeing you at our session!

Best,

[name]

[title]

[contact information]