Hello all:  
  
Thank you for attending the High-Quality Feedback District Workshop. We enjoyed learning with you and hope that implementing feedback practices from our workshop will help teachers feel supported while fostering an environment of continuous improvement.

During your next administrator observation, your observer will review the feedback you have shared with teachers since the workshop and analyze it against the feedback rubric. Our district expectation is that all building-level administrators will provide high-quality feedback at the proficient (or better) level for all teachers.

Please feel free to reach out to me with any follow-up questions or thoughts about our new feedback practices. I am here to support you in developing your skill of providing high-quality feedback to teachers. Our desire is to support teachers in developing a stronger practice that directly impacts the learning for each student in our district.

Best,

[name]

[title]

[contact information]