Hello, All:  
  
Thank you for attending the Observation Norming Session. We enjoyed learning with you and know that implementing observation practices from our workshop will help teachers feel supported while fostering an environment of continuous improvement.

Attached you will find a feedback survey. Please complete and return this to me by [insert deadline and means of submission].

Please feel free to reach out to me with any follow-up questions or thoughts regarding observation practices. Our desire is to support teachers to stronger practice - directly impacting the learning for each student in our district.

Best,

[name]

[title]