# **Communicate: Site Leader Email Templates**

# **Launchpad Introduction Template**

**Directions:** *District leaders, please copy and paste the text below into your email communications. You may customize the orange text as you see fit.   
Please send this email at least three weeks prior to your first day of school.*

**Subject line**: Introducing DreamBox Math Launchpad to your school!

Dear [District Name] Principals,

We’re excited to share we now have access to Launchpad, the new baseline assessment for DreamBox Math users. This new tool will help your teachers better understand student growth. It will also help place all students correctly for personalized learning within its curriculum.

[District Leader Name] will enable Launchpad for the district on [date]. Please take the following two steps:

1. Notify your staff of the new tool through DreamBox. You can share this [Launchpad flyer](https://info.discoveryeducation.com/rs/063-SDC-839/images/DreamBox-Math-Solution%20Sheet-Launchpad.pdf) and this [Growth Report flyer](https://info.discoveryeducation.com/rs/063-SDC-839/images/DreamBox-Math-Growth-Report_2023.pdf) and/or send teachers [here](http://discoveryeducation.com/solutions/math/launchpad-resources) to access the helpful resources and materials.
2. Monitor student completion via DreamBox’s new Growth Report on your dashboard. Follow up with teachers or classes to ensure they log in, complete Launchpad, and continue to play at least five lessons in DreamBox per week.

If you have any additional questions about enabling Launchpad, please [contact support.](https://www.discoveryeducation.com/help/contact-us/)

**First Launchpad Reminder Template**

**Directions:** *District leaders, please copy and paste the text below into your email communications. You may customize the orange text as you see fit. Please send this email one week after your first day of school.*

**Subject Line:** Quick reminder – DreamBox Math Launchpad is now available

Dear [District Name] principals,

Don’t forget, Launchpad is the most powerful when you implement it in the first 30 days of school.

[District Leader Name] has enabled Launchpad for the district on [date]. If you haven’t already, please complete the following steps:

1. Remind your staff about Launchpad expectations. You can access communication templates [here](http://discoveryeducation.com/solutions/math/launchpad-resources). To learn more, visit: [DreamBox.com/Launchpad.](https://dreambox.com/launchpad)
2. Monitor student completion via DreamBox’s new Growth Report on your dashboard. Follow up with teachers or classes to ensure they log in and complete Launchpad.
3. Maintain the expectation that all students complete at least five lessons in DreamBox per week.

You can learn more about how to implement Launchpad in [this helpful guide](https://info.discoveryeducation.com/rs/063-SDC-839/images/Building-Level-Launchpad-Implementation-Guide.pdf). If you have any additional questions about enabling Launchpad, please [contact support.](https://support.dreambox.com/s/contactsupport)

**Second Launchpad Reminder Template**

**Directions:** *District leaders, please copy and paste the text below into your email communications. You may customize the orange text as you see fit. Please send this email three weeks after you enable Launchpad.*

**Subject Line:** Here’s to a great new year

Dear [District Name] principals,

Thank you for a great start to the new school year. As a quick reminder, please be sure to help our district get the most out of DreamBox Math with its new baseline assessment, Launchpad.

Launchpad is a powerful tool to help place students in DreamBox Math. It helps our district track growth in its new Growth Report. To optimize Launchpad, please be sure students at your school complete the assessment within the first month of school.

You can access support material for your team, including [reminder emails](https://info.discoveryeducation.com/rs/063-SDC-839/images/Launchpad-Communication-Templates-to-Teachers.docx) and [implementation guides](https://info.discoveryeducation.com/rs/063-SDC-839/images/Building-Level-Launchpad-Implementation-Guide.pdf) on the [Launchpad Resources](http://discoveryeducation.com/solutions/math/launchpad-resources) page.

**Questions?** [**Contact our support team**](https://support.dreambox.com/s/contactsupport)