# **Communicate: Principal to Teacher Email Templates**

# **Welcome Letter to Classroom Teachers Template**

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

**Subject line**: Coming this year: Launchpad by DreamBox Math

Dear [School Name] teachers,

We’re excited to share that our district has chosen to enable Launchpad, the new baseline assessment for DreamBox Math users. This new tool will help you understand student growth. It will also help correctly place all students for personalized learning within its curriculum.

You can learn all about Launchpad, and how it will help ensure students start DreamBox in the right place and monitor their progress at dreambox.com/launchpad.

Our district will enable Launchpad on the [insert date for the first day of school]. Please review this [helpful implementation guide](https://info.discoveryeducation.com/rs/063-SDC-839/images/Teacher-Level-Implementation-Guide.pdf) and plan to have your students complete the 15–45-minute assessment within the first 30 days.

**First Reminder Letter to
Classroom Teachers Template**

**Directions:** *Building leaders, please copy and paste the text below into your email communications and customize the orange text as you see fit. Please send the email
on the next page within the first week of enabling Launchpad.*

**Subject Line:** Welcome back! Start the year with Launchpad

Dear [School Name] teachers,

[District Leader Name] has officially enabled Launchpad for the district on [date]. Getting started with Launchpad is easy. Once complete, Launchpad will place your students in the DreamBox Math curriculum. Then they’ll be ready to begin personalized learning. The DreamBox team has provided [this helpful guide](https://info.discoveryeducation.com/rs/063-SDC-839/images/Teacher-Level-Implementation-Guide.pdf) to help implement Launchpad in your classroom.

If you haven’t already, please complete the following steps:

1. Encourage your students to log in to DreamBox Math and complete the short 15–45-minute baseline assessment.
2. Monitor student completion via DreamBox’s new Growth Report on your dashboard.
3. Follow up with students to ensure they complete the assessment.
4. Maintain the expectation that all students complete at least five lessons in DreamBox per week.

For more information about Launchpad, please visit [dreambox.com/launchpad](https://dreambox.com/launchpad)

 **Thank You Letter to Classroom Teachers Template**

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

**Subject Line:** Be sure your students are up and running with Launchpad!

Dear [School Name] teachers,

Our district now uses Launchpad, the DreamBox Math placement tool for students. Visit the Settings page of your DreamBox Insights Dashboard and view the Launchpad tab to ensure it’s enabled. Please support students with Launchpad by providing time to log in and work on their Launchpad tasks. Most students complete the experience in 15-45 minutes, but they can pause and resume Launchpad without losing progress.

Thank you for your participation in this initiative. If you have any questions about implementing Launchpad, please view this helpful resource, [Launchpad for Teachers.](https://info.discoveryeducation.com/rs/063-SDC-839/images/Teacher-Level-Implementation-Guide.pdf)

Best,

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