

Invitations to Participate and Reminders

Message in the Portal

We would like to invite you to participate in a brief 30- to 45-minute conversation that will dive further into your training and technical assistance (T/TA) needs for the coming year, how you would like the T/TA to be provided, and what your experiences have been so far with the T4PA Center and the T/TA provided.

Several sessions will be held during the weeks of [DATES]. Please use the link to sign up for a session. Sessions will be filled in a first-come, first-served basis.

[Link]

If you have any questions, please reach out to the T4PA Center at info@t4pcenter.org.

Invitations for Those Who Answered the Survey

Initial Invitation

Dear [State coordinator],

Thank you very much for taking the time to complete the State Education Agency (SEA) Needs Assessment survey during March and April. We are busily turning the answers you provided into an individual report for your records and incorporating your responses into your training and technical assistance (T/TA) plans. We are grateful that you found the time to respond to our survey.

We are now starting the second part of the SEA Needs Assessment, which we use to help create your individualized T/TA plans. As part of this effort, I wanted to take a moment to invite you to participate in a brief (less than 1 hour) conversation that will dive further into your T/TA needs for the coming school year, how you would like the T/TA to be provided, and any additional assistance you may need from the T4PA Center.

Four sessions will be held during the weeks of May 18 to May 27; they are listed below. Please use the link below to sign up for a session. Sessions will be filled in a first-come, first-served basis. If you cannot make any of the four dates, please reply to this email, and your Technical Assistance Liaison will be in touch to set up a brief one-on-one conversation.

Sessions will be held on: [Sessions will be inserted once finalized.]

Thank you very much for your participation in this effort. We look forward to speaking with you soon.

Best,
Hamed Negron-Perez

Confirmation To Be Sent Within 1 Day of Sign-Up From the T4PA Center

Thank you very much for signing up to participate in our group conversation on **DATE and TIME**. Please have your individual results from the State Education Agency (SEA) Needs Assessment handy, as we will be asking questions based on your answers to the survey. If you have any additional questions, please reach out to the T4PA Center at info@t4pacenter.org.

Thank-You Text for Participants From the T4PA Center

Dear **State coordinator [insert name]**,

Thank you for participating in the recent conversation with the T4PA Center. We appreciate the feedback and insight that you provided. Your responses will be reflected in your training and technical assistance plans that will be distributed later this year.

Kind regards,

The T4PA Center

Did Not Respond to Emails From the T4PA Center

On **XX (date)**, you received an invitation to participate in a brief conversation with the T4PA Center regarding your training and technical assistance needs and how the T4PA Center could best support you. There is still time to sign up for a session using the link below. We hope to talk with you at one of the sessions. If you are unavailable at these times, please let us know by replying to this email, and your Technical Assistance Liaison will reach out to you to schedule a one-on-one conversation.

Thank you,

Invitations for Those Who Did Not Answer the Survey

Initial Invitation

Dear [State coordinator],

I wanted to take a moment to invite you to participate in a brief (less than 1 hour) conversation that will dive into your training and technical assistance (T/TA) needs for the coming school year, how you would like the T/TA to be provided, and any additional assistance you may need from the T4PA Center. The information discussed during these sessions will be used to inform your individual T/TA plan as well as guide our efforts to provide you with the best T/TA we can.

Two sessions will be held during the weeks of May 17 to May 27; they are listed below. Please use the link below to sign up for a session. Sessions will be filled in a first-come, first-served basis. If you cannot make any of the three dates, please reply to this email, and your Technical Assistance Liaison will be in touch to set up a brief one-on-one conversation.

Sessions will be held on: [Session dates and times will be inserted once finalized.]

Thank you very much for your participation in this effort. We look forward to speaking with you soon.

Best,
Hamed Negrón-Pérez

Confirmation To Be Sent Within 1 Day of Sign-Up From the T4PA Center

Thank you very much for signing up to participate in our group conversation on **DATE and TIME**. The conversation will cover your training and technical assistance (T/TA) needs and how we can best provide T/TA to you. If you have any additional questions, please reach out to the T4PA Center at info@t4pacenter.org.

Thank-You Text for Participants From the T4PA Center

Dear **SC [insert name]**,

Thank you for participating in the recent conversation with the T4PA Center. We appreciate the feedback and insight that you provided. Your responses will be reflected in your training and technical assistance plans that will be distributed later this year.

Kind regards,

Did Not Respond to Emails From the T4PA Center

On **XX (date)** you received an invitation to participate in a brief conversation with the T4PA Center regarding your training and technical assistance needs and how the T4PA Center could best support you. There is still time to sign up for a session using the links below. We hope to talk with you at one of the sessions. If you are unavailable at these times, please let us know by replying to this email, and your Technical Assistance Liaison will reach out to you to schedule a one-on-one conversation.

Thank you,