

Email Script: Administrator Meeting

Letter to Administrative and/or Counselor Team

It is suggested to begin with the building Principal to initiate conversations, but also be quick to include the other individuals (Counselor, Assistant Principal, Dean of Students etc.) for immediate dialog and as not to feel “left out” of your process.

Hello Leadership Team, (can be substituted with specific names)

I first want to thank you for your amazing insight and efforts through the Covid challenges to date. Together I feel confident we will see our students' future needs met as we now prepare for the upcoming school year. I am proud to be a part of this special faculty.

At your convenience, I would like to meet with you to dialog the planning for our (ensemble) students. With your guidance, I would like to begin the sequence of recruitment and scheduling all the while ensuring the safest possible environment for students and teachers alike. I am excited to meet our newest (ensemble) members and want to aid you in every way possible in preparing for them.

I have been compiling the latest studies, data and best-practices of which to share as we set into motion bringing music into the lives of our students this Fall at (school name). Music is an important part of everyone's life, but the social/emotional aspect that music brings to a young child's life is irreplaceable. I am completely committed to (school name) and wish to make every effort to accentuate our collective purpose as well as the continued inclusion of music in the lives of our students.

I look forward to our discussion and the combining of efforts to overcome the challenges that Covid has brought into our educational delivery. There is no doubt the future is bright at (school name) as we continue to meet the needs of every student on “our” campus.

Professionally,

(signature)