



JAID Volunteer-Teacher Communication Email Template

To Use: Copy and paste this into the body of your email using the preferred font and font size
Font: Arial Regular
Font size: 11 PT

Subject line: Your help is needed to ensure a successful JA in a Day

Greetings [teacher name],

My name is [redacted] and copied on this email is my JA partner [redacted].
We will be your JA volunteers on [day of week, month, date]. We are looking forward to the event!

To help me/us successfully prepare for my/our time with your students, please share the following information:

- + A roster of student names.
 - + How would describe your classroom culture?
 - For example: What does learning look, sound, and feel like in your class?
 - + How do you signal to students that it's time for them to give you their attention?
 - + How do students signal to you when they need something?
 - + Do you have English Language Learners in your classroom? What should I/we know to best support these students?
 - + Do you have any students that have special needs or might benefit from accommodations? What should I/we know to best support these students?
 - + Any other details that will help me/us to connect and engage with your class?
 - + If I/we bring treats, are there policies and/or any allergies of which I/we should be aware? *
- * **OPTIONAL - You do not have to bring treats, but if you do, please ask this question.**

As a guest in your classroom, I/we will look to you for guidance and support. Please be prepared to help me/us:

- + Navigate transitions between activities
- + Organize groups for group activities - when applicable
- + Offer examples relevant to your students to help them connect with curriculum content
- + Recommend accommodations/adjustments for students if needed
- + Manage student needs that may come up
- + Assist in giving students a break between lessons
- + Follow your lead on safety protocols in the case of an emergency

We look forward to meeting you and your students on [date]! Thanks so much for your help.

Sincerely,
[Your name] and [partner's name]