*Note: Below you will find a sample letter for your second contact with your team members. The letter should be sent 2-3 weeks prior to your visit to the school.*

Dear [Names of Team Members],

Our visit to [Name of School] is approximately two [*or* three] weeks from today. I hope you have had time to begin exploring the Shared Google Drive of materials for our visit, and have begun the process of familiarizing yourself with the school. The contents of the self-study and video tour will serve as the starting point for our analysis of the school. You will gain additional information and data through observations, interviews, and examination of documents. As you read the self-study and begin to review the evidence, you should begin to make note of questions you will want to ask or any additional documentation you may need to develop a clear understanding of the school.

It is important to pay particular attention to the areas for which you will be responsible. I have attached and added to our Shared Google Drive the list of team assignments. Please note that our team has [number of members], and we will be operating as a committee of the whole. Each of us will be expected to contribute insights to each area of the team report. I have also attached and added to the Drive a tentative schedule our team will follow throughout the three days of the visit.

I would like to set an Orientation meeting sometime of the week before the visit begins so we can best prepare to use our time together on the visit. I would propose [several date/time options] as possibilities- please let me know which of these might work for you and I will determine the time that works best for our Team.

During our Orientation session, we will discuss the specifics of the schedule for our visit including guidelines and expectations for achieving the goals of our work virtually instead of the onsite, in-person model we are accustomed to. We will go over the expectations for our visit.

Here are some reminders:

Please make sure that you have a computer with reliable internet access, a camera, and a microphone for the full duration of the visit.

Make sure Zoom is installed and able to launch

Find a room that is quiet and free from distractions

Attire during the school day will be professional dress. During our evening work sessions, however, you will want to wear casual, comfortable clothes.

If your plans change unexpectedly, please notify the Middle States’ office as soon as possible.

Thank you once again for your willingness to participate in this exciting professional endeavor. The school staff is enthusiastic to work with our visiting team and look forward to the added value that we will offer to the school. I encourage you to contact me [Chair’s contact information] with any questions or concerns you might have. I look forward to working with you.

Best regards,