**Sample Memo From Admin to Department Chairs**

Subject Line: Keys to Literacy Update

Hi all,

Hope you had a productive and useful first day back! I wanted to give you an update on Keys to Literacy for the coming school year. The full plan is attached in this email.

We are excited to expand our “KTL peer coach” numbers. Over the summer we were able to have two additional coaches from each building attend KTL coach training. This will provide teachers with additional support in their buildings as they implement KTL.

Here is what the KTL trainer and I need from you during the next month:

* Please send me a list of your department members who have not participated in the KTL Close Reading professional development. This will help us generate the list of participants for our October training.
* September 21st will be a coach follow up day with the KTL trainer. All KTL coaches will be out of their classes the full day. Please work with your building principal to cover their classrooms using other teachers, paraprofessionals, or substitutes.
* Teacher SMART goals: Please feel free to encourage teachers to use KTL in their SMART goals.

Thanks, \_\_\_\_\_\_\_\_\_