



Creating Quality

www.creatingquality.org

[Date]

Dear [Name]

We are inviting you to help our community define quality teaching and learning. We will gather [date, time and location] to:

- Engage with others in open, meaningful discussions about what quality teaching and learning should look like in [the school, system, or program we're examining].
- Use [the research and materials being used as a foundation – for example: national learning standards, 21st century skills framework] to inform our discussion.

[Explain what your organization is and does and why you decided to engage in this process]

The purpose of the creating quality process is to develop a deeper understanding of the

- Current level of quality of teaching and learning in the disciplines on which we are focusing.
[Depending on the scope of your efforts, this could include work in one school, a school system, and school-based and out-of-school programs.]
- Progression in the level of challenge and expectations for performance across grades
- Current relationships and synergies (or lack thereof) between in- and out-of-school programs (if applicable to your efforts)
- Identification of classrooms, schools, or programs that offer models of excellence

We welcome your participation in this element of our process. Please contact [your name] if you have any questions.

Sincerely,

[your name, phone number, and email]