**Email Communicating Materials Ordering and Distribution**

*This resource contains sample emails communicating distribution information for the school-based point person and teachers.*

**For school-based resource point person:**

Hello X-

We are excited to able to provide these materials to the teachers and students. During procurement and distribution, we want to make sure we take care of the appropriate measures to ensure the accuracy of each shipment and clarify the process of tracking and distribution. The following table outlines the steps and timeline we will follow in order to remain consistent across each site throughout the district.

|  |  |
| --- | --- |
| March 14, 2019 | Training for tracking and bar code process (optional) |
| March 30, 2019 | Deadline for additional barcode/scanning equipment orders |
| April 15, 2019 | Identification of delivery site |
| May 1, 2019 | Delivery of materials |
| May 5, 2019 | Deadline for reporting order discrepancies |
| May 10, 2019 | Deadline for inventory input |
| May 15, 2019 | Distribute materials to teachers |

In order to make sure you’re fully prepared to receive, check, and distribute the materials, please do the following this week:

* Check your scanning equipment to make sure you’ll have enough bar codes for the materials you’ll be receiving
* Determine where you can store the materials upon receipt
* Request additional inventory staff if necessary during input and distribution periods

If you haven’t yet received training on the inventory process or would like a refresher, there will be a webinar on March 14th from 8:00 AM – 9:00 AM. Should you need additional bar codes or scanning equipment, you may contact <name> at <email> or <phone number> by March 30. She will be able to get you the materials you need before the shipment arrives.

The materials and resources being delivered to your school can be found in the attached inventory detail sheet. In addition to the number of units being delivered, we’ve also provided an approximation of the square footage needed to house the materials before distribution. Should the approximate size be larger than what your facilities can accommodate, please contact <name> at <email> or <phone number>, and he will be able to work out a suitable solution for you.

Once you’ve had time to process the information provided so far, please feel free to reach out if you have any questions or require any additional information. Should any of the details or dates change, we will let you know as soon as possible. Thank you so much for your commitment to this process, and I’ll follow up with you in a couple of weeks to check in on how your preparations are coming along. Thanks!

**For Teachers - Communicating upcoming delivery (to be sent approximately one month before delivery)**

Hello Teachers,

As you know, we have been going through the process of procuring new materials for you and your students for the upcoming school year. We’re pleased to announce that the materials are scheduled to be delivered to your school on [DATE], and you will be able to review the materials before the end of the current school year. We’re doing this not only because we want to ensure you have everything you’ll need ahead of time, but we want to allow you to have ample time over the summer to familiarize yourself with all of the materials and get an early start on planning exciting new lessons for your students. Each teacher will be receiving [INSERT DETAILS HERE, SUCH AS TEACHER EDITIONS, STUDENT COPIES, MANIPULATIVES, READERS, ETC.], and we will notify you of their arrival at your school. If you have any questions, please contact [INSERT DETAILS HERE, i.e., your instructional coach, your grade level team leader, etc.], and he/she will be happy to assist you. Thank you for all that you do for your students, and we look forward to embarking on this journey together with you!

**For Teachers - Upon Delivery**:

Hello Teachers,

We’re excited to share that new [INSERT NAME OF CURRICULUM] materials have arrived at your schools. We’re grateful for the many educators who have helped order, check, unpack, and deliver materials to classrooms. The final step is for teachers to review the materials that have been delivered to classrooms and make sure that you have everything you need. A classroom inventory list is [INSERT DETAILS, i.e., attached to this email, in your teacher mailbox, taped to the top of the delivery box, etc.].

We ask that teachers review their materials prior to the start of teacher training. As you explore the new curriculum, please take notes on the inventory list. If any materials are missing, please contact [INSERT DETAILS, i.e., your instructional coach, your grade level team leader, etc.] as soon as possible so that we can track them down. We want to ensure that every teacher and student have what they need!

We also encourage you to browse the materials and write down any questions you have. You can bring these questions to our teacher training on [INSERT DATES].

Thank you for your help!