

TO: (NAME OF DISTRICT TEACHERS AND POSTSECONDARY EDUCATION FACULTY)

We are looking forward to working with you as the SREB Transitional Courses Pilot is implemented by your team. We have attached contact information for all members of the district teams in the three participating school districts.

During our conference call on April 22, 2013, it was recommended that we schedule a time to meet with each of your teams individually within your school districts to discuss next steps for implementation. Therefore, we would like to schedule a time to meet with your team during the following time:

Monday, June 17, 2013, 1:00 PM – 3:00 PM (Location to be determined within Calcasieu Parish School District)

Please send an e-mail by Friday, May 17, 2013 to indicate if you would be available to meet at that time.

If that time is not convenient, please identify a better time during that day or identify other dates or times that would be available during June 2013.

Once a date is identified, we will contact your primary contact person to identify a location for the meeting and notify you about the location.

If you would like to set up a meeting with members of your district team prior to our meeting, please feel free to do so. Contact information for your local team is attached.

We are providing SREB with contact information for all individuals who will be participating in the SREB transitional courses training on July 15-18, 2013 in Charlotte, North Carolina. SREB will be contacting each participant to provide information about the training and travel arrangements.

Please contact us if you have any questions.

Jeanne Burns

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