Communicate:

Site Leader Email Template

# Launchpad Introduction Email Series

**Directions:** *District leaders, please copy and paste the text below into your email application. You may customize the orange text as you see fit.*

## Email 1

**Directions:** *Send at least 3 weeks before the first day of school.*

**Subject line**: Get Ready to Launch DreamBox Math to your school!

Dear [District Name] Principals,

We’re excited to share we now have access to Launchpad, DreamBox Math’s engaging placement experience designed to find the unique place within its curriculum for each student. This tool will also help you understand students’ progress in DreamBox. Use this 🔒 [Launchpad guide](https://info.discoveryeducation.com/rs/063-SDC-839/images/Building-Level-Launchpad-Implementation-Guide.pdf) to help you get started.

[District Leader Name] will enable Launchpad for the district on [date]. Please take the following two steps:

1. Notify your staff about placement in DreamBox via Launchpad. You can access communication templates [here](https://www-media.discoveryeducation.com/wp-content/uploads/2025/01/DBM-Launchpad-Communication-Templates-to-Principals.docx).
2. You can access helpful getting started resources and materials from the DreamBox Math [Implementation Toolkit](https://www.discoveryeducation.com/info/implementation-kit/#dreambox-math) page, or share [this article](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27282179119891-The-DreamBox-Math-Launchpad-Assessment) for detailed information.
3. Monitor student completion on your dashboard via the DreamBox Math [Progress Report](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27281513410963-DreamBox-Math-The-Progress-Report-Educators).
4. Follow up with teachers or classes to ensure they log in, complete Launchpad, and continue to play at least three to five lessons in DreamBox per week.

If you have any additional questions about enabling Launchpad, please [contact support.](https://www.discoveryeducation.com/help/contact-us/)

🔒 *DreamBox product login is required for access.*

## Email 2

**Directions:** *Send 1 week after the first day of school.*

**Subject Line:** Quick reminder – DreamBox Math Launchpad is now available

Dear [District Name] principals,

Don’t forget, Launchpad is the most powerful when you implement it in the first 30 days of school.

[District Leader Name] has enabled Launchpad for the district on [date]. If you haven’t already, please complete the following steps:

1. Remind your staff about Launchpad expectations. You can access communication templates [here](https://www-media.discoveryeducation.com/wp-content/uploads/2025/01/DBM-Launchpad-Communication-Templates-to-Principals.docx). To learn more about Launchpad, read [this article](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27282179119891-The-DreamBox-Math-Launchpad-Assessment).
2. Monitor student completion via the DreamBox Math [Progress Report](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27281513410963-DreamBox-Math-The-Progress-Report-Educators) on your dashboard. Follow up with teachers or classes to ensure they log in and complete Launchpad.
3. Maintain the expectation that all students complete at least three to five lessons in DreamBox per week. Point teachers to these 🔒[Healthy Habits for Success](https://www-media.discoveryeducation.com/wp-content/uploads/2024/07/dreambox-math-healthy-habits-2024.pdf?_gl=1*13c7wr9*_gcl_au*MTA0NzMzNjgwMi4xNzUwNjU0NDUw*_ga*Mjk0NTI3MTkzLjE3MDkwNjI0MDM.*_ga_QGF5X0KQV5*czE3NTMyOTc5NjQkbzM2MCRnMCR0MTc1MzI5Nzk2NCRqNjAkbDAkaDA.) reminders.

Use this 🔒 [Launchpad guide](https://info.discoveryeducation.com/rs/063-SDC-839/images/Building-Level-Launchpad-Implementation-Guide.pdf) to help you get started. If you have any additional questions about enabling Launchpad, please [contact support.](https://support.dreambox.com/s/contactsupport)

🔒 *A DreamBox product login is required for access.*

## Email 3

## Directions: *Send 3 weeks after enabling Launchpad.*

**Subject Line:** Here’s to a great new year

Dear [District Name] principals,

Thank you for a great start to the new school year. As a quick reminder, please be sure to help our district get the most out of DreamBox Math with this powerful placement tool, Launchpad.

Not only does Launchpad place students in DreamBox Math, it helps our district track how students are doing in DreamBox via the [Progress Report](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27281513410963-DreamBox-Math-The-Progress-Report-Educators).

To optimize Launchpad, please be sure students at your school complete the assessment within the first month of school.

You can access support material for your team on the [Implementation Toolkit](https://www.discoveryeducation.com/info/implementation-kit/#dreambox-math) page, or read [this helpful article](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27282179119891-The-DreamBox-Math-Launchpad-Assessment) at our support center.

**Questions?** [Contact our support team](https://support.dreambox.com/s/contactsupport)