Communicate:

**Principal to Teacher Email Templates**

**Welcome Letter to Classroom Teachers Template**

**Directions:** *Building 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:** *Please send this welcome email to teachers two weeks before your first day of school.*

**Subject line**: Starting off the year with Launchpad by DreamBox Math

Dear [School Name] teachers,

We’re excited to share that our district has chosen to enable Launchpad, DreamBox Math’s engaging placement experience designed to find the unique place within its curriculum for each student.

Launchpad helps ensure students start DreamBox in the right place. Learn how it can help you understand and monitor students’ progress [here](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27282179119891-The-DreamBox-Math-Launchpad-Assessment).

Our district will enable Launchpad on the [insert date for the first day of school]. Please review this [helpful implementation guide](https://university-getstarted.dreambox.com/launchpad-teacher-level-implementation-guide/1995389) and plan to have your students complete the 15–45-minute assessment within the first 30 days.

## Email 2

**Directions:** *Please send this reminder email to teachers within the first week of enabling Launchpad.*

**Subject Line:** Welcome back! Start the year with Launchpad

Dear [School Name] teachers,

[District Leader Name] has officially enabled Launchpad for the district on [date]. Getting started is easy. Students just log into DreamBox, click on the rocket ship, and play.

Launchpad will find the just-right place for each student in the DreamBox Math curriculum, so they can begin personalized learning. The DreamBox team has provided 🔒 [this guide](https://university-getstarted.dreambox.com/launchpad-teacher-level-implementation-guide/1995389) to help implement Launchpad in your classroom.

If you haven’t already, please complete the following steps:

1. Encourage your students to [log in to DreamBox Math](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27281616404243-DreamBox-Math-Getting-Students-Started-Educators) and complete the short 15–45-minute placement assessment.
2. Monitor student [completion](https://dreamboxlearning.zendesk.com/hc/en-us/articles/34664493418771-DreamBox-Math-Locate-and-Review-Launchpad-Results) and placement from your dashboard via the DreamBox Math Progress Report.
3. Follow up with students to ensure they complete the assessment.
4. Maintain the expectation that all students complete at least three to five lessons in DreamBox per week. Share 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 with your students.

For more information about DreamBox Math and Launchpad, please read [this helpful article](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27282179119891-The-DreamBox-Math-Launchpad-Assessment).

🔒 *DreamBox product login is required for access.*

## Email 3

## Directions: *Please send this thank you email to teachers 3 weeks after enabling Launchpad.*

**Subject Line:** Let’s get all students up and running with Launchpad?

Dear [School Name] teachers,

Our district is using the DreamBox Math placement tool, Launchpad this year. This ensures each student is working at a level that is just right, and it helps our district see how they are doing in DreamBox, via the [Progress Report](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27281513410963-DreamBox-Math-The-Progress-Report-Educators).

Refer to 🔒 [this guide](https://university-getstarted.dreambox.com/launchpad-teacher-level-implementation-guide/1995389) for getting started support. Remember, most students complete the experience in 15-45 minutes, and they can pause and resume Launchpad without losing progress.

Find additional resources on the DreamBox Math [Implementation Toolkit](https://www.discoveryeducation.com/info/implementation-kit/#dreambox-math) page and [in the help center](https://dreamboxlearning.zendesk.com/hc/en-us/articles/27282179119891-The-DreamBox-Math-Launchpad-Assessment).

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