



Before Teacher Debrief – Sharing Results with Teachers

Teacher Message

We recommend sharing the full printable school report with teachers and setting aside at least 45 minutes for an in-person discussion with all teaching staff. This email can be used to send teachers the Printable School Report to review in advance of a teacher debrief.

To: Teachers

From: School Leader/Leadership Team

Subject: Insight Debrief Meeting – Results

Attached Attachments: PDF of School Report

Date:

Dear Teachers,

Thank you so much for your participation in the Insight survey this fall/spring. These results provide teacher perspective on what is going well and what can be improved in our school and district. Your feedback is essential to our efforts to make

_____ (name of school) a great place for teaching and learning.

I'm looking forward to discussing the Insight results together at _____ (Ex. "our upcoming staff meeting") on

_____ (Ex. "Tuesday 12/5").

During this time there will be opportunities for:

- The leadership team to share reflections on areas for celebration and priority areas for improvement
- Teachers to share reactions and interpretations of the survey results
- A group discussion to brainstorm solutions to

challenges Prior to our discussion:

1. Review the attached Insight results
2. Identify any questions/reactions you would like to share with the group
3. Be prepared to share suggestions on ways to improve experiences for teachers and students at our school

I look forward to this additional round of feedback from you – your voice and perspective are essential to our school's success

Sincerely, XXX

<ATTACH REPORT PDF>