[Division Letterhead]

Dear [School Name],

We are excited to introduce an invaluable opportunity for your school team! We have purchased the **OurSCHOOL Data Deep Dive for School Teams Workshop** offered by The Learning Bar. This collaborative opportunity is designed to empower your school team to uncover your data story and create a data-driven action plan. The division has decided to invest in the workshop as we recognize the importance of supporting our school teams in data exploration and as a commitment to fostering a culture of data literacy. This workshop also aligns with our division’s mission to drive continuous improvement.

**Workshop Overview:**

**Format:** On-demand and web-based, allowing your team to learn at your own pace and convenience.

**Duration:** Estimated 7 hours, divided to accommodate your schedule. *You may spend more or less time, depending on your needs for each activity.*

**Participants:** Tailored for all levels of data literacy.

**What to Expect:**

By participating in this workshop, you will:

* learn to interpret data from your OurSCHOOL survey, identifying both areas to celebrate and opportunities for improvement,
* collaboratively create a customized action plan, incorporating data-driven goals and strategies, and
* develop a deeper understanding of data-informed decision-making and its role in achieving school objectives.

**Supportive Sessions:**

* **Pre-Workshop Live Meeting:** Join us for a live virtual meeting where we'll introduce the workshop structure, objectives and provide an opportunity for you to ask questions.
	+ Meeting details will be provided separately.
* **Post-Workshop Live Meeting:** After the workshop, another live virtual meeting will be held to address any remaining questions and offer additional guidance on implementing your action plans.
	+ Meeting details will be provided separately.

**How to Begin:**

* Work with the division to select a facilitator for your school.
* The designated facilitator will access the workshop through the provided web-based platform.

**Ongoing Support:**

Remember, we are here to support you every step of the way. Whether it's clarifications about the workshop content, assistance with action plan development, or guidance on data interpretation, please contact me for assistance.

Together, we are embarking on a journey to harness the power of data for meaningful improvement. Let's collaborate to chart a path toward success!

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]