

Sample Email for Engaging Stakeholders

To: [Recipient/Group]

From: [District Cohort Member or Leader]

Subject: Please Join Us for a Data Interoperability Workshop

Dear **[Recipient]**,

[District Name], in collaboration with Digital Promise, is exploring a path toward data and system alignment. The unification of our data systems will provide access to meaningful and actionable insights that are not currently available via our disparate data sources. We encourage you to join us as we develop a district-wide vision for data and system alignment and data governance to drive equitable student and program outcomes.

You have been invited to participate in this workshop due to your role as an educator, program leader, data steward, technical resource, or **[other]**. To make the session as productive as possible, we ask participants to consider these questions:

- What are the key data points to consider when evaluating student success, intervention strategies, and program efficacy?
- What systems and data in your area of stewardship are currently used for this type of evaluation and decision-making?
- How does existing data governance hinder or help the availability, quality, and understanding of data in your area or the entire organization?

Your participation will help define the district's vision for effective data use and provide valuable insights into the application of data to improve student outcomes or a problem of practice that we as a district are working to solve. Please respond to this invitation by **[Date and Time]** so that we can include you in the workshop and subsequent work groups that may arise from this effort. Thank you for your time and for supporting our efforts to provide our district teams with the tools to drive student success!

If you have any questions, please contact **[District Cohort Member/Lead]**.

Sincerely,

[District Meeting/Workshop Organizer]