

Email Introduction Template for Teacher Representatives

Subject: Welcome to the AM-ME Research Group!

Email Body:

Dear **INSERT**,

My name is Diane Hsieh, and I am emailing to welcome you to the Adapted Measure of Math Engagement (AM-ME) study! Principal **INSERT** nominated you as a teacher representative given your expertise and valuable lived experiences; we are excited to have you on the project!

Throughout this multi-year study (a 2-page summary of the study is attached), we want to make sure student and teacher voices are front and center, that's why your participation in the AM-ME Research Group will be crucial. The goal of the AM-ME Research Group is to make sure those being served by research are at the table to inform the design of research questions, methods, analyses, interpretations, and action planning. You can find a summary of the AM-ME Research Group attached.

The AM-ME Research Group consists of one teacher and one student from each partnering school.
We'd like your support in nominating a student representative for the AM-ME Research Group.

Once you have a student representative identified, we'd also like your support in gathering their parent/guardian's contact information. We will email the parent/guardian and include you on the invitation. Finally, once we have consent from the student's parent/guardian, we'll love to meet you and your student to get to know each other and answer any questions you might have about this project.

To close out with another request, we ask you to please review the permission form and contract (attached) and let me know if you have any questions or concerns. The form details the responsibilities of the AM-ME Research Group and will allow us to compensate you (\$4,000/year) for your time and contributions.

Thanks so much and please let me know if you have any questions.

Thanks,
Diane

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Learn more about the Adapted Measure of Math Engagement at <https://www.childtrends.org/project/adapted-measure-of-math-engagement>.