Email Subject: WBL Activity Confirmation

Dear insert name,

Thank you for your generous commitment towork with students in the Academy of Theme on **date** at **time**.

This important experience will help students connect the lessons they are learning in the classroom with the professional world. These types of work-based learning engagements give students a chance to practice professional behavior and elevate their comfort level in communicating with professionals.

**Immediate Action Items**

* Confirm you are still able to participate at the scheduled time. If there is a conflict, please contact me as soon as possible.
* Review all materials provided:
	+ Insert title of attachment 1
	+ Insert title of attachment 2
* Complete and return the following by **Insert date**, 1 week before engagement:
	+ Insert title to be returned 1
	+ Insert title to be returned 2
* Send any pre-work for students by **Insert date**, 1 week before engagement.
* Insert info about fingerprinting and background check here, if needed.

[If virtual also include these bullets]

* Confirm your video and audio work with insert video conferencing platform by testing the platform prior to the engagement.
* Video conferencing information will be provided by email one week prior to your engagement.

If you have any questions, please contact me by replying to this email or by calling phone number. We at the Academy of Theme look forward to welcoming you to our classroom.

Sincerely,

Name

Position

Academy of Theme

Email

Phone