Dear ACES PLC Participants,

It was great to have the opportunity to share our Transitions work together at our last ACES PLC meeting. Once again, it really drove home for me how rewarding it is to have time to “meet” together to support one another and share our experiences in this hard but crucial work.

PLC Meeting THREE will be *\_\_Date\_\_* at *Time\_* at *\_Location\_.* Please see the attached agenda. You will receive the link to register for the upcoming webinar soon.

Before this meeting, be sure to complete the three outside tasks and the preview activity we discussed on our webinar:

* **Outside Task #3:** Implement two methods from the five TIF-ing the Classroom Methods (routines, norms, learning task formats, technology, and language) into your instructional setting and evaluate your implementation by observing “student evidence”. Note all information on the ACES Process Grid from your Participant Workbook, handout #22. Share this information with your PLC *Partner or on Google Drive* prior to our PLC meeting THREE.
* **Outside Task #4:** TIF a lesson, learner plan, or classroom materials using the A-C-E-S process (Assess, Complement, Evaluate, Study & Reflect) and the ACES Process Grid from your Participant Workbook, handout #23. Try out this lesson (or materials) with your students. After trying out the lesson, evaluate the lesson using “student evidence”. Study and reflect on the lesson and share this information with your PLC your PLC *Partner or on Google Drive* prior to our PLC meeting THREE.
* **Outside Task #5:** Observe a colleague’s lesson (or a video of a lesson). Use the A-C-E-S process to TIF the lesson, noting TIF sub skills it includes (especially from your category), complementing it with potential TIF sub skills from your category, evaluating the lesson citing student evidence, and studying and reflecting on what more practice the observed students need.

*\*Videos for Observation in lieu of peer observation:*

* + ESL: <http://www.newamericanhorizons.org/training-videos>

 *(Choose any of the several available videos.)*

* + ABE: <http://mlots.org/wendy/wendy.html>
* Preview Activity: Take a look at your category within the complete TIF: Effective Communication (pp. 8-13); Critical Thinking (pp. 42-49); Self-Management (pp. 50-55). Look at the sample activities (including technology) within your category. Choose 2 that interest you and fill out the grid on handout p. 28.

***Collaboration:*** Before this meeting, be sure to collaborate with your…

*Facilitator Note: Choose one of the following directions to include in this email.*

* **PLC Partner.** Share each Outside Task experience with your PLC Partner in the manner you choose (face-to-face, email, phone, discussion board, etc.). It is not necessary to collaborate around Outside Task #5.
* **PLC using Google Drive.** Find the appropriate activity in the Google Doc “*Region* ACES Hybrid PLC: Outside Tasks”. Enter your notes. Make sure to also read through the notes of others.

“Come” to the webinar prepared to share one of your outside tasks with the full group.

Once again, thank you for your commitment to applying these strategies outside our PLC meetings. I look forward to the discussing these experiences in PLC Meeting THREE.

Thanks,

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