Dear ACES PLC II Participant,

Welcome ACES PLC II Participants! I am excited to begin our PLC experience together. This PLC is designed to bring together ABE professionals to support one another as we learn, discuss, and try out new strategies for integrating transitions skills into our instructional settings. We will become familiar with and utilize the Transitions Integration Framework (TIF) and the A-C-E-S process (Assess-Complement-Evaluate-Study) to guide our Transitions work. We will focus on Developing a Future Pathway in Meeting ONE, Learning Strategies in Meeting TWO, and Navigating Systems in Meeting THREE.

**First Meeting:** Our first PLC meeting will be *\_\_Date\_\_* at *Time\_* at *\_Location*\_. The agenda for our first meeting is attached.

**The Plan:** This ACES PLC will consist of one face-to-face 3-hour meeting and two 2-hour webinar meetings. Attendance at all meetings is required for PLC participation.

* Meeting 1 (Face-to-Face): Date, Time, & Location
* Meeting 2: (Webinar): Date, Time, & Location
* Meeting 3: (Webinar): Date, Time, & Location

Please contact \_manager’s or RTC’s name w/ contact info if you have any questions about the meeting logistics.

**Putting it into action:** The depth and richness of our PLC experience will depend on your outside application of the strategies explored in the PLC and your willingness to share, inquire, and problem-solve given these experiences. Therefore, to get the most out of our PLC time, your commitment to completing outside tasks is essential.

**TO DO BEFORE OUR FIRST MEETING:**

**Print off materials:**

Unless you hear otherwise from your facilitator, print off copies of the following materials to be used for the full duration of the PLC (3 meetings):

* ACES PLC II Participant Workbook (Complete document, 3-hole punched, & inserted in a binder—Recommended)
* The Complete TIF: Complete document or copies of the pages that correspond to the focus category of each meeting: Developing a Future Pathway (pp. 56-61), Learning Strategies (14-21), and Navigating Systems (62-67).
* TIF @ a Glance: Complete document or copies of the DFP (p. 11), LS (pp. 3-4), and NS (p. 12).

**Pre-Tasks for PLC II Meeting ONE:**

There are three tasks that need to be completed ***before*** we meet for our first meeting. We estimate that it will take 1 hour to complete all three tasks.

* **Pre-Task #1:** Talk to 1 or 2 students about their long-term goals. Fill out the Learner Goals Chart *(p. 4 of the Participant Workbook)* with their names, long-term goals, and steps they need to accomplish to get there. *(20 mins)*
* **Pre-Task #2:** Look at the 4 sample instructional planning tools (IPTs) *(pp. 5-8 of the Participant Workbook*). Choose a tool you would like to use, tweak it, or prepare your own that you will bring to PLC II meeting ONE where we will discuss our choices and use them during our collaborative work time. *(20 mins).*
* **Pre-Task #3:** Preview/review Developing a Future Pathway (DFP) category (*p. 9 of Participant Workbook or p. 11 of TIF @ a Glance*). Choose lesson materials into which you can integrate DFP skills AND that you plan to use within 2 weeks following PLC meeting ONE. Bring these materials to Meeting ONE to work on during our collaborative work time. *(20 mins)*.

**Work between PLC meetings:** You will also have the opportunity to apply ACES strategies between meetings. You will also have the opportunity to apply ACES strategies between meetings. Some of these tasks will be applied during your instructional time, however, we estimate that it will take an additional 2 ½ to 3 hours (preparation and evaluation, reflection time, and outside collaboration) for each of the two between-meeting periods. You will receive 8 CEUs for outside work and 7 CEUs for PLC meeting time for a total of 15 CEUs.

**Here we go!** Transitions-minded instruction is both exciting and challenging. Its rewards are great and both we as instructors and our students have much at stake. I look forward to working with you to help our students better navigate transitions terrain.

Thanks,

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