Dear ACES PLC Participant,

Welcome ACES PLC 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.

**First Meeting:** Our first PLC meeting will be *\_\_Date\_\_* at *Time\_* at *\_Location*\_. The agenda for our first meeting is on page 8 of the attached *PLC 1 Participant Workbook*.

**The Plan:** This ACES PLC will consist of three 3-hour meetings and one back-up date:

* Meeting 1: Date, Time, & Location
* Meeting 2: Date, Time, & Location
* Meeting 3: Date, Time, & Location
* Back-up Meeting: Date, Time, & Location

*(Also see the attached “ACES PLC Logistics” document for these dates, times, and locations.)*

Please contact \_ACES Point Person (APP) 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:** There are three tasks that need to be completed ***before*** we meet for our first meeting. We estimate that it will take approximately 1 hour to complete all four tasks. All of these handouts (as well as all handouts needed for subsequent PLC meetings and tasks) are available in the attached *PLC 1 Participant Workbook*.

**Pre-Tasks for PLC Meeting #1:**

* **Pre-Task #1:** Read a brief summary of what PLCs are and how they support ACES work *(Handout pp. 3-4) (5 mins).*
* **Pre-Task #2:** Read Johnson & Parrish CAELA Brief *(see attached pdf)* and reflect on how it applies to your students and your setting. For instructors of native speakers of English, please determine how this applies to these learners as well *(25 mins)*.
* **Pre-Task #3:** Talk to three students about their long-term goals. Fill out the Learner Goals Chart *(Handout p. 6)* with their names, long-term goals, and steps they need to accomplish to get there *(30 mins).*

**Work between PLC meetings:** You will also have the opportunity to apply ACES strategies between meetings. Although most of these tasks will be applied during your instructional time, we estimate that it will take an additional 1 to 1 ½ hours (preparation and evaluation/reflection time) for each of the two between-meeting periods. We are also recommending that you observe a colleague before your last PLC meeting, although a video option will be available if logistics do not allow for this. I will send all the instructions and materials for these outside tasks to you two-weeks ahead of time unless there is less time than that between meetings. In that case, you will receive the materials for the outside tasks at the preceding PLC meeting.

**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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