

Purpose

Successful teacher exchanges begin with early and consistent communication throughout the summer before the arrival of the new International Associate Teacher (IAT). Schools and school systems should reach out to new IATs upon receipt of its new teacher list from LDOE by May 15, per guidance available in the [Louisiana International Associate Teacher Program Handbook](#). For additional guidance, please contact the World Languages Team at language.acquisition@la.gov.

NOTE: Early and maintained communication with new IATs will ensure a smooth transition for new teachers.

Things to consider when constructing a welcome message to your new IAT(s)

- This will be your first interaction with your new teacher. Make sure it is welcoming and informative.
- Include your name, title, and email address in your correspondence.
- Convey your excitement about their arrival.
- Give a brief description of the school/school system and the student body.
- Provide any additional information that the IAT may need to know about the school, system, or city where they will be teaching.
- Provide a link to complete a Needs Assessment Inventory to collect important information about the new IAT and their family, if applicable.

Sample Message

Below is a sample welcome letter that may be used by schools and systems as a reference when creating their initial correspondence with new IATs. Schools/systems are encouraged to create a letter that is unique to the school/system and captures its distinct personality and necessary information.

Dear <<Teacher Name>>

My name is <<Name>> and I am the <<Job Title>> at <<School Name/School System Name>>. I am pleased to welcome you to our <<school/system>>. We are excited that you have been placed in our <<school/system>> and look forward to working with you in the coming months. The purpose of this email is to provide you with some basic information as you prepare for your arrival to Louisiana.

<<Informative Paragraph 1>>

- Outline information that the IAT needs to know about your school/system/city.
- You may include any recommendations you have about their arrival to Louisiana, if IATs are being requested to arrive prior to the IAT Orientation in Baton Rouge.
- Be sure to communicate clearly and use bullet points to improve readability.

<<Informative Paragraph 2>>

- Provide names, titles, email addresses, and phone numbers for any staff who will be in direct contact with the IAT prior to and upon arrival.

<<Informative Paragraph 3>>

- Provide teachers with a link to a Needs Assessment Inventory or, if survey is attached, provide instructions for completion and submission.

<<Closing Remarks>>

Sincerely

<Name>>

<<Title>>