



WRITING A LETTER TO PARENTS

DATE

Dear Parents,

INTRODUCTION

Introduce yourself to your students' parents. Tell what grade you are teaching so they know which of their children you have in class. Share your excitement for the upcoming year.

Sample: I am excited to be your child's X grade teacher at X this year. I have been teaching at X for X years. This fall brings so much excitement as I look forward to X.

ABOUT THE YEAR

Provide an overview of the curriculum. Parents are interested in the material their children will be learning.

Sample: In X grade we will be studying the X, Y, and Z. We will be going on a field trip to X.

ABOUT YOURSELF

Describe your interests and background. Allowing parents to see you as a whole person will help form connections that make for a successful parent-teacher partnership.

Sample: When I'm not teaching, I work as an X. In my free time, I enjoy X. I live in X with my X and pet X.

PARENT-TEACHER PARTNERSHIP

Tell parents how you plan to communicate with them this year – perhaps through a blog or edmodo.com. Share your contact information so that parents can reach you if they have concerns regarding their child.

Sample: Parents and teachers must work together as partners! Please check for regular updates on class happenings on our blog, X. This will include photos and students' writings. You may also contact me at X or X@X.com with any questions, comments, or concerns that you may have. I welcome your feedback.

CLOSURE

Sincerely,

X