



# START WITH SUCCESS

## Sample Letter of Introduction-Elementary School

Dear Parents or Guardians:

Welcome to world of third grade at Rosemont Elementary School. My name is Janet Pardoe and I am excited about the wonderful possibilities for learning that await my class this year. I have previous experience with students at West Orange Elementary School and Alafaya Elementary School during my work at the University of Central Florida.

Third grade is an important time for the academic and social development of your children. We will be spending considerable time this year working to build on reading, writing and math skills. In addition, we will be exploring science and social studies through reading, discussion and simple experiments. My goal is for each of my students this year to prompt students to explore their individual interests in these areas while improving their skills in all areas of the curriculum.

Each month I plan to send home with your child a short newsletter describing what we are doing in our class. In addition, you may receive notes about important events or activities throughout the year as well as information from me about what you can do at home to help your child have the best possible experience this year.

I want to encourage you to contact me whenever you have any questions or concerns about your student in my class. Your child will bring home an information packet for you to return by Monday so that I know how to contact you. You may reach me at:

Rosemont Elementary School  
407-323-3666

Please leave a message, including telephone number and best times to call and I will return your call within 24 hours.

Also, I check my email frequently throughout the day so please feel free to email me if that is more convenient for you at [jpardoe@rosemont.ocps.edu](mailto:jpardoe@rosemont.ocps.edu).

We have an exciting year ahead of us and I look forward to sharing your child's experiences at school with you.

Sincerely,