



START WITH SUCCESS

Sample Letter of Introduction-Middle/High School

Dear Parents and Guardians:

I am writing to introduce myself to you and describe some of the activities and procedures that your child will be participating in at school. My name is _____ and I will be your child's _____ teacher this year. I am a graduate of _____ and am looking forward to working with my students to have an excellent educational experience.

Our class will be studying _____ at the beginning of the year and moving on to _____ during the second half of the school year. Students will have textbooks and workbooks that they will bring home for completing assignments and to use in studying for quizzes and tests. Daily homework is assigned Monday through Thursday and all assignments are listed in handouts located in the student's notebook. In addition to these assignments, students will be working on projects, experiments, group activities, research reports and other activities to provide them with a variety of educational experiences. Dates for all special projects are also listed in your student's notebook.

I hope I will get to meet you soon at the Open House scheduled for _____ or at the next parent conference/other event taking place on _____ at our school.

I am certainly looking forward to working with you and your child this year. Please feel free to send me a note or to call me from _____ a.m. to _____ p.m. at the school number: _____ should you have any questions or concerns. If you will kindly fill out the information below the dotted line, tear it off and return it with your student, it will make it easier for me to contact you or respond to your notes or calls.

Sincerely,

Student Name _____

Parent/Guardian Name _____

The best way to reach me is:

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email: _____

Note send home with student _____