To the Parents/Guardians of: ________________

Dear parents and guardians,

Welcome to the new school year, I am so excited to have your child in my class! My name is Helena and I'm looking forward to teaching German to 3rd graders at Rosalie Elementary School. You can count on me to provide the students with a safe, enriching and fun learning experience.

I taught English in Germany for the past 5 years and now I'm proud to be part of a cultural exchange program in the United States. I look forward to the opportunity, not only to teach my students the German language, but also to share my culture with the school community. As an international teacher, I want to have an impact on my students by preparing them for a global society. I might use different strategies and methods than you are used to, however I will be following all of the school’s curriculum guidelines and standards. We will also be participating in cross cultural exchange activities, which may include virtual meetings with students from my country!

Your child’s success is very important to me and I want them to get the most out of my class. I am fluent in English, however, I do have a slight accent that may require a period of adjustment. Please feel free to talk to me about any questions or concerns you may have. I value your partnership in your child’s education and look forward to connecting with you.

You can reach me by email or the school’s phone number:
helena@school123.com
(222) 222 222

I look forward to an amazing school year!

Respectfully,
Helena
German Teacher 3rd grade

TeachWithEPI.com
Please help partner with me for your child's education!

No one knows your child better than you do! Therefore, I would appreciate if you could share some information about your child. You may include any details that you think would make learning more effective for your child or help me get to know them and your family better! Please return this information to me after you have completed it.

Thank you very much for your participation!

P.S. If you prefer, you may email this information to me at my school email helena@school123.com.

Your child’s name:

Information you would like to share with me:
Principal Smith,

I hope you’re having a great week. I’m writing to inform you that I have not been feeling well all day. I intend to take sick leave tomorrow in order to visit the doctor and get some rest. Per school policy, I have requested a substitute through our absence management system. I have also left the substitute detailed lesson plans and tomorrow’s materials on my desk. If you have any concerns about this absence, please let me know.

Regards,

Jane Jones