



DEAR PARENT/GUARDIAN OF _____

Welcome to the new school year. I am thrilled to have your child in my class!

Please take note of the following important information:

- Class name:
- Room number:
- Daily lunch time:
- Daily recess time:
- Other key info:

Please check periodically for invitations from SignUp.com, which I use to coordinate parent-teacher conferences and to ask for parent volunteer help in the classroom and on field trips.

I look forward to working together with you this year to help make the most of your child's education. If you have any questions, please email me at the address below or call the school and I'll return your call as soon as possible.

Thank you for your cooperation and involvement. Let's have a great year!

SINCERELY,

Email: _____

