INSERT DATE ![MC900436163[1]]()

Dear Families,

Welcome to the 2013-2014 school year! My name is INSERT NAME and I am your child’s teacher. I believe that parent-teacher relationships are very important for academic success, for that reason I would like to invite you to our\_\_\_\_\_\_ night. We will hold three such meetings this year, where you will:

1) Learn about how your child is doing in class

2) Work with me to set goals for your child

3) Learn some fun activities you can do at home to help your child reach their goal

Our first meeting is on INSERT DAY OF WEEK, INSERT DATE from INSERT TIME p.m. We will look at your child’s current progress, we will set an academic goal for the next 60 days, and I will demonstrate two activities that you can do at home at help your child succeed. Finally you will have a chance to practice the activities and get a chance to ask questions and talk with other parent.

We will have two other team meetings during the year—one on INSERT DATE at INSERT TIME p.m. and the last on INSERT DATE at INSERT TIME p.m. Please mark your calendars now. It is critical to attend these important meetings so we can plan how to work together to help your child.

 You are the expert on your child and I am excited about meeting you and building a partnership to make sure that s/he has a successful school year. Please fill out the bottom of this form as your RSVP and return it to me by INSERT DATE. Feel free to contact me if you have any questions at INSERT PHONE # or E-MAIL ADDRESS.

Your partner in education,

Name:

Child’s Name:

[ ]  Yes, I can attend the first \_\_\_\_\_\_meeting on INSERT DATE.

[ ]  No, I cannot attend the \_\_\_\_ meeting on INSERT DATE; I will send in my place.

[ ]  No, I cannot attend the \_\_\_\_meeting on INSERT DATE and I need to schedule an alternative

 time to meet. Please call me at INSERT PHONE NUMBER to set up a meeting.