***Dear Parent,***

*Please read the syllabus, which contains information about grading, contact information, materials needed, classroom expectations and routines before you sign this paper acknowledging your understanding and cooperation in helping your child succeed in our classroom.*

*I will be using school records to communicate with you. Please contact your child’s building office if anything has changed.*

*Sincerely, Ms. K.*

Name of the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_

Name of the parent(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s contact information: phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Here are some questions I have for you:

1. Please list the goals you have for your student this year.
2. What are your student’s strengths? What are some things your student needs to work on?
3. How and when would you like me to be in touch with you this year? What do you hope I'd communicate with you about?
4. Do you have any questions for me? E-mail me, or write below.