**Classroom Communication**

You should send a letter home to parents as soon as possible introducing yourself. Below is a sample letter. You do not need to use the same format, but be sure the following information is included (you may want to include a portion at the bottom they can return to you):

* Your contact information
* Ask for areas of interest
* Request their contact information

***SAMPLE LETTER TO PARENTS***

Dear Parents,

My name is Sarah Daye and I will be the Homeroom Parent Liaison for Ms. Chiumento’s class. I will be contacting you occasionally to keep you informed of class activities, parties, and projects. My primary method of contacting you will be through email. Please fill out the form on the bottom and return it to me as soon as possible. This information will be kept confidential.

We will try to inform you of parties and activities well in advance so you can plan your schedule accordingly. Occasionally we may need small supplies for classroom activities and crafts. Our team will work hard to keep these requests to a minimum.

Throughout the year, I will also be giving you information from the PTA. The ABE PTA will hold a limited number of fundraisers (to keep giving to a manageable level) this year and will need our help to make them a success. Their first event is the Dolphin Fest Saturday, November 7th. Our class has chosen a Legos theme for our class basket. Keep an eye out for more information in the near future. Thank you in advance for all of the assistance you will provide. We are looking forward to a fun and exciting year!

Sincerely,

Sarah Daye

Ms. Chiumento’s Homeroom Parent Liaison

904-955-6314

[day142@netzero.com](mailto:day142@netzero.com)

Name (parents/guardians): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (student):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to help with (circle all that apply, some may have to be done virtually):

Parties Snacks Holiday Crafts Field Trips Special Projects Book Fair

Teacher Appreciation Week Classroom Supplies School Events