

# Sending Notes and Letters to Your Child's Teacher

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A teacher belongs in a school. So do children. As a parent, where do you fit in? Do parents have a place in the school?

As a parent, you can stand up for your child. You can make sure that he or she is getting a good education. Children need their parents to help them do well in school.

Teachers need your help, too. You know your child best. How can you and the teacher share ideas? Notes and letters are good ways to communicate.

In a note or letter to your child's teacher, you may need to:

- explain why your child was absent
- ask for homework your child missed while he was sick
- ask to take your child out of school for a doctor's or dentist's appointment
- give permission for a class trip
- follow up on a phone call
- answer a note the teacher has written to you

This information sheet will help you write two kinds of notes: a note to explain your child's absence from school, and a note that follows up on a phone call from the teacher. Print it, and practice at home.

## Absence Note

When your child misses school, the school needs to know why. You will need to write an absence note. Remember to include these key facts:

1. Date
2. Greeting
3. Child's name
4. Date of absence
5. Reason for absence
6. Closing
7. Your signature

① May 3, 2016

② Dear Mr. Franklin:

My daughter, ③ Angela Cleary, was absent on May 2 ④

⑤ because she had a fever and an earache.

⑥ Sincerely,

⑦ Donna Cleary

Practice writing your own note

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② \_\_\_\_\_

③ \_\_\_\_\_

④ \_\_\_\_\_

⑤ \_\_\_\_\_

⑥ \_\_\_\_\_

⑦ \_\_\_\_\_

## Follow-up letter to a phone call

You and the teacher spoke on the phone last week. You haven't heard from her since then. You may want to write her a letter. Here is an example.

<p>April 2, 2016</p>
<p>Dear Mrs. Rossner:</p>
<p>Thank you for your help. We talked last week about how Sara is not finishing her work. I talked with Sara. I am checking her papers. Can you let me know by Friday if you see any improvement? You can reach me at 555-1234.</p>
<p>Sincerely, Cathy Spinner</p>

Practice writing your follow-up letter.

<p>_____</p>
<p>_____</p>
<p>_____</p>
<p>_____</p>
<p>_____</p>
<p>_____</p>
<p>_____</p>

## When there's a problem

Sometimes, a note has to deal with a more serious problem. This kind of note is harder to write. You need to separate your feelings from the facts.

Maybe your child is not improving in school. Nothing seems to help. You need to write about what you think can help him. The teacher needs to know that you're looking out for him.

Teachers like to get notes from parents. Notes show that you're interested. Remember, your child's teacher has a group of children to watch out for. Each child has needs. Notes help the teacher think about your child's needs.