

*SAMPLE LETTER: Please have your principal approve the letter first. Place on letterhead if possible!*

Dear Parents,

Welcome to the new school year! I am anxious to get to know you and your student. It seems each year brings about some new and exciting experiences. For your awareness and knowledge, I want to apprise you of one.

During this school year, I am working with Heritage University to complete my master's degree and attain my principal's certificate. This advanced degree has provided professional growth and enhanced my general breadth and knowledge of public education. I am and have always been a dedicated educator, but I want to continue to provide the best instruction and be a lifelong learner.

The courses for my degree and certificate have already been completed. They were outside of the school day, during the summer, evenings and weekends; the internship to complete the certification is throughout this school year. I will continue to be your student's teacher. However, there will be days or partial days that I will be out of the classroom. Some of those I will be here in our building while others may take me to another school. In either case, a highly qualified substitute will be here and our principal. Every effort will be made to have the same substitute teacher(s). Communication between the substitute, the principal, and me will be frequent, planned and purposeful. The same routines, expectations and instruction will be provided.

Please rest assured your student's education is of the utmost importance. Should you have any concerns or questions, please feel free to contact me. I am most happy to talk with you regarding this experience, as well as any others involving your student's education.

Respectfully,

, Teacher

Cc: , Principal