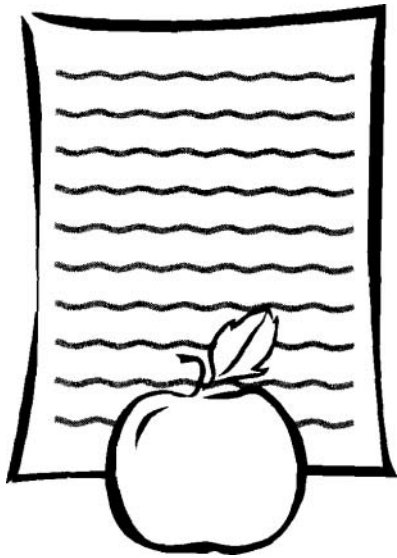


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Introduction



About This Book

Communication between teacher and parent is the cornerstone of a successful school experience. You, the teacher, are the link between home and school. Parents need to hear from you if their children's classwork is not meeting standards, if their children's behavior is problematic, if an assignment is incomplete, if a field trip is coming up, if more supplies are needed, if their children are hurt, sick, or upset, if . . . if . . . if . . . Keeping parents informed is often a formidable task. However, as the teacher, it is up to you to make sure that each parent is kept adequately apprised of his or her child's progress. Without a selection of pre-prepared forms, you

could easily find yourself struggling to compose several notes simultaneously from scratch. An incomplete or unclear message sent home could result in confusion and additional work.

The degree of clear and open communication established with parents will have a direct and profound impact on the success and effectiveness of your school year. The forms in this book will let you get your messages to parents without having to spend time preparing a new form for every occasion. By providing forms that cover most situations, *Teacher Messages for Home* helps make that vital communication between home and school more efficient and more convenient for the teacher.

The Year in Review

Date: _____

This year we have studied the following topics:

We have learned the following skills:

I think I improved most in _____ and _____.

I need more work on understanding _____

My best work was in the area of _____

Signed, _____

