

Introduction Letter to Family Partners

Meet the Resident Student Teacher

In preparation for the start of a residency placement, each student will write a brief Introduction to Family Partners Letter to be approved by your mentor teacher and a final draft, signed by your mentor at the bottom of the letter, will be uploaded to Canvas according to the due date specified in the Residency Calendar. The letter will be typed, single or double-spaced, and approximately one page in length. With mentor and Site Coordinator approval, you have the option to send this letter to families, however, it is not a requirement of the residency program to give this specific letter to families.

The following performance criteria should be followed for grading purposes. Your letter should include: [6 points]

- Experiences that led you to teach (1)
- Your teaching motto or goals as an educator (1)
- Approximately one full page in length typed (1)
- Appropriate spelling, punctuation, and grammar (2)
- A signature by your mentor at the bottom of the letter before submitting in Canvas (1)
- If the submission is past the due date, 2 points will be deducted [NOTE: Any submission that is more than 3 days late will receive a score of zero]

NOTE: When submitting a document in Canvas, the priority file type is PDF, unless an assignment specifies otherwise. Files must be named "Your Last Name" and then the name of the document (i.e. Smith Coaching Journals). One point will be deducted for the wrong file type or the wrong file name.

You are encouraged to use images/pictures, however, they are not a requirement.

Do not include contact information in your letter, all family communication should go through your mentor teacher, and anything sent home must be signed by the mentor teacher.

View a Sample Letter [Here](#)