

Subject: Behavior Alert

Good evening,

In my efforts to keep parents aware of student progress, I am sending you this email. Today, during class, your student demonstrated the following behaviors:

Highlight all that apply:

Above and beyond respect/kindness	Helping others	Active participation
Critical thinking	Persistence	Collaborating with others
Prepared for class	Acted as a role model	Demonstrated responsibility

[Include a brief description of the behavior]

It has been my experience that when parents and teachers work together, students experience greater success. Tonight, I respectfully ask that you congratulate your child on their hard work and contribution to a safe and positive learning environment. I thank you for your continued support and for helping your child meet with success at school.

Please feel free to contact me with any questions or concerns you may have by replying to this email or by calling me at 443-809-0726. Please allow me 24 hours to respond to all communication.

Sincerely,