

[Date]

Dear [parent or guardian]:

I am so excited to be your teenager's tenth grade English teacher this year. I have been working with young adults for 20 years and have been at [insert school] for the last 10 years of my teaching career. I believe that through our joint efforts, we can help your teenager reach their top potential as a reader, writer, speaker, listener, and critical thinker. With this goal in mind, the objectives for our class are to increase students':

- 1) Critical thinking and discussion skills,
- 2) Reading comprehension by studying and analyzing a variety of nonfiction and fiction works, and
- 3) Formal and informal writing talents through use of creativity, analysis, and evidence.

My goal is to work with each student individually in order to center their interests and address their needs, as each student has unique strengths and areas of challenge. In order to uncover these, I have attached a survey here. Please fill this form out honestly and completely and return it with your child no later than **[insert date]**. I've also attached our class syllabus, which is an overview of what we will be studying this year.

Please feel free to contact me at any time if you have questions or concerns at [phone] or [email]. I look forward to working with both you and your teenager this year!

All the best,

Jody Polleck

Survey

Parent/Guardian Name: _____

Student Name: _____

Phone Number: _____ Email: _____

1. What does your teenager do in his/her spare time?

2. What is one educational goal for your teenager this year?

3. What kinds of activities do you and your teenager enjoy doing together?

4. What are your teenager's strengths in the classroom?

5. What would you like your teenager to improve on as a student?

6. Describe your teenager as a reader.

7. Describe your teenager as a writer.

8. Describe your teenager as a speaker and listener.

9. What is the best way to contact you (i.e. email, text, phone)?

10. Is there anything else I need to know about you, your family, or your teenager?