

Hello Families!

My name is \_\_\_\_\_ and I am your child's \_\_\_\_\_ teacher this year. I want to be accessible to you this year. Please let me know how you like to receive communication from me!

\_\_Phone Call (best number: \_\_\_\_\_)

\_\_Text Message (best number: \_\_\_\_\_)

\_\_Email (best email: \_\_\_\_\_)

Please note that I will share **the same communication blasts** via:

Twitter:

Our Class Acct: @\_\_\_\_\_ School Acct: @ \_\_\_\_\_

District Acct: @\_\_\_\_\_

Instagram:

Our Class Acct: @\_\_\_\_\_ School Acct: @ \_\_\_\_\_

District Acct: @\_\_\_\_\_

The Remind App: Code \_\_\_\_\_

Seesaw: Code: \_\_\_\_\_

Talking Points: Code: \_\_\_\_\_

Our classroom website: \_\_\_\_\_

**I prefer (circle one):**

Paper Newsletters in my child's folder

Digital newsletters

**I prefer communication in (circle one):**

English

Language: \_\_\_\_\_

**For conferences, events, or family meetings, (circle one):**

I request an interpreter

I do not require an interpreter

Language: \_\_\_\_\_

Please hang this laminated page somewhere safe at home, so you can find it easily (some families have hung it on the fridge!)

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Instagram:

Our Class Acct: @\_\_\_\_\_ School Acct: @ \_\_\_\_\_

District Acct: @\_\_\_\_\_

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Seesaw: Code: \_\_\_\_\_

Talking Points: Code: \_\_\_\_\_

Our classroom website: \_\_\_\_\_

The school principal, \_\_\_\_\_, sends a weekly newsletter through email on Fridays.

To report an absence, call \_\_\_\_\_ before \_\_:\_\_ am.

### **Other names to know!**

Principal: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Principal: \_\_\_\_\_

Email: \_\_\_\_\_

Social Worker: \_\_\_\_\_

Email: \_\_\_\_\_

Lunchroom: \_\_\_\_\_

Email: \_\_\_\_\_

Nurse; \_\_\_\_\_

Email: \_\_\_\_\_

## **Why Contact the Teacher?**

I want to share something great about my child or family.

I want to think about ways to help my child.

I want to help, volunteer, or participate in an upcoming event or project.

My child wants to participate in something, and I would like help signing them up.

I have a question about the school, a program, or the town.

My child seems sad or upset.

I would like to meet with a teacher or administrator.

I/My family need(s) more support.

I am concerned about the school or my child.

**What are some special days that are important to you and your family?  
This may include cultural or religious holidays.**

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**In your family, how do you prefer to celebrate birthdays and/or adoption days?**

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**Would you prefer for your child to celebrate their birthday/adoption day at school?**

Yes, we are comfortable with that.

No, thank you.

**For your reference, in our classroom, I typically acknowledge a birthday/adoption day by:**

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**But I will always respect your family's preferences!**