Dear Parents and Guardians,

It is my pleasure that your student will be in my class this year. I wanted to take the opportunity to introduce myself if you don’t already know me. My name is Miss Clark. This is my second year teaching here at Wiggins High School, and I couldn’t be more excited! My purpose in writing this letter is to inform you of the direction we will be headed this year academically, as well as my intentions for the classroom socially. All of the guidelines for school and classroom policies are explained in the syllabus, which was given to each student on the first day of class. There are some things I would specifically like to point out from the syllabus.

**Required Materials**

* **3 ring binder ( 1” or larger)**
* **Composition Notebook (for labs and notes)**
* **Pencils and pens**

As you can see on the required materials list is a composition notebook. I have decided to try a new strategy for notes and labs in order to help keep students organized. This year in all of my classes we will be working with interactive notebooks. These composition notebooks will be used on a daily basis and will store information from both labs and notes. This will allow important information from the class to be stored in a chronological order and in one location for easier access and reference. My hope is that the notebook will be a more valuable study tool for students by using the new format.

I am looking forward to this upcoming year and working with your students. If you have any further questions or comments, I am available by email at [clarks@wiggins.k12.co.us](mailto:clarks@wiggins.k12.co.us). Please sign and date the bottom portion of this letter and have your students return it as soon as possible. **This will be their first grade in the grade book and will be due August 28, 2015**.

**Thanks and Welcome Back!**

**Ms. Clark**

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Parent/Guardian name (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_