

Hello Mr./Ms. INSERT LAST NAME,

INSERT personalized message written by the teacher. This positive note can be in English, and your student can share it with his or her parents in their home language.

- introduce yourself, your position, school
- two positive examples of the student's work and/or behavior in class

As a way to better support my students, I enjoy meeting with their families outside of school. If you are available, I would love to visit your home to get to know you better and tell you more about myself. If your home is unavailable, we can also meet at another location that is more convenient for you. If you are interested in setting up a visit, please let me know what days and times are best for you in the space below. You can also tell me the best way to contact you (phone, text, letter, email). I look forward to meeting you!

Thank you,

INSERT TEACHER NAME

Phone number: INSERT TEACHER PHONE NUMBER

Email: INSERT TEACHER EMAIL

Parent Reply (Include your contact information and possible dates and times.)

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