**Please detach this page and return to me. The previous pages are for you to keep as a reference.**

This paper needs to be signed by the student and the parent/guardian to acknowledge the material has been read and understood. Please return this assignment by **Friday, September 2nd**.

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Student—printed Parent/Guardian—printed

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Student—signed Parent/Guardian—signed

**For Parents:**

I make a regular effort to have good parent communication. I try to be proactive in letting parents/guardians know when their student’s grade drops, if they’re acting out, or if their comprehension level is such that they need tutoring. I have found that I am **more likely to communicate with parents if I have a good email address** for them. Emails are easiest because I can send them at any point during the day.

Note: My only availability for making phone calls is during my planning period (9:00-10:30). **In the event that you miss my call, there is no way for you to call me back**. There is no direct line to my classroom. If you call the front office, the best you can do is leave me a message. There is no way for the front office to transfer your call to my room. For this reason, phone calls are not a good option for parent/teacher communication.

You do not need to fill out emails addresses for both parents. If I get multiple email addresses, I will send emails to all of them.

**Please print clearly! In the past, I’ve a hard time reading handwriting. ☺**

Mother/Guardian **Name** and **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Father/Guardian **Name** and **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please check all that apply:

\_\_\_\_\_I would like to receive an email once per unit if my student’s grade is a C, D, or F\*

\_\_\_\_\_I would like to receive an email once per unit if my student’s grade is a D or F\*

\_\_\_\_\_I would like to receive an email once per unit if my student’s grade is an F\*

\*Emails will be generic with the opportunity to reply and get more specific information on your student. I make a conscious effort to respond to emails within 24 hours.