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**Template 1**

Use this for a quick, easy way to email

a parent with good news about a student!

*All too often we spend time calling and emailing and conferencing with the parents of the “bad” kids. We struggle with trying to “build a relationship” with those kids to get them on our side and to turn them into leaders and to make them just* stop freaking making our classes hell! *So this email template is one of my favorite ones to use because it’s a treat to get to take 30 seconds and send this to one awesome student’s parent each day or each week. It just makes me feel good to take a few moments out of my day not for a challenging kid, but for a really good one who I probably don’t pay enough attention to.*

Dear \_\_\_\_\_\_\_\_\_\_\_\_ ,

I just wanted to let you know how glad I am that \_\_\_\_\_\_\_\_\_\_\_\_\_ is in my 6th grade Language Arts class this year. I’ve seen a lot of great work and I love the bright, positive spirit I see in class all the time!

As a parent, you must be doing a great job because I get to see the results every day. Thank you for what you’re doing at home, because it makes it possible for me to teach with high standards each day.

Let me know if you ever need anything. I’m here to help!

Sincerely,

Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template 2**

**Use this for a quick, easy way to email**

**a parent with concerns about a student!**

*Think of a student who has been pretty good most of the time but those little idiosyncrasies have become more and more prevalent. It might be the second or third time they haven’t turned in homework; it might be the second or third time they’ve ignored your instructions, etc. Maybe they’re falling under the influence of those kids in class with more serious behavior issues. This template is for those students’ parents who typically have been pretty good in your class and now something has started to change and you want to let the parent know before it gets worse.*

Dear \_\_\_\_\_\_\_\_\_\_\_\_ ,

I just wanted to let you know how glad I am that \_\_\_\_\_\_\_\_\_\_\_\_\_ is in my 6th grade Language Arts class this year. I’ve seen some good work and I want to make myself available in case you ever have questions.

One issue I’m noticing, however, is that \_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I know how tough it is to be a parent with all that comes with it, so I wanted to just give you a quick head’s up about it so it doesn’t become something more down the road. I wasn’t sure if you were aware of this or not, so I thought I’d just let you know.

Let me know if you need anything. I’m here to help!

Sincerely,

Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template 3**

**Use this for a quick, easy way to email a parent**

**with consistent *behavior* issues about a student!**

*This is great for issues where the bulk of the reason for low grades or poor academic achievement is due to behavioral issues in class. Sure, behavior might be hiding or compensating for a bigger issue, but I’m really using this particular template for kids who are acting up and acting out in class. The brain is there, but the self-control isn’t. This is for kids who refuse to sit down when told, instigate issues with other kids, and ignore basic instructions and class routines as if in a power struggle with me or with those around them*

Dear \_\_\_\_\_\_\_\_\_\_\_\_ ,

I just wanted to let you know how things are progressing with \_\_\_\_\_\_\_\_\_\_\_\_\_ in my 6th grade Language Arts class right now. I have some concerns and I want to make myself available in case you have questions.

One issue I’m noticing is that \_\_\_\_\_\_\_\_\_\_\_\_\_ is consistently \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . A specific instance was today when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

What I’ve done so far on my end to address this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The result was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand it’s hard to be kid sometimes, and I am very patient and understanding of kids as I truly enjoy working with students each day, but this has been happening too frequently lately.

The various steps I’ve taken on my end have not been effective and I’d like to meet with you during conference time (2:30 - 3:15) any day Monday -Thursday.

Let me know what day is best for you. I’m here to help!

Sincerely,

Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template 4**

**Use this for a quick, easy way to email a parent with consistent *academic* issues about a student!**

*This is great for issues where the bulk of the reason for low grades or poor academic achievement is due to not turning things in or not completing things in class. Sure, behavior might be a factor, but I’m really using this particular template for kids who are pretty good kids, they just don’t do anything. L-A-Z-Y or simply distracted: daydreaming, unfocused, unorganized, or simply not getting things turned in!*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

I just wanted to let you know how things are progressing with \_\_\_\_\_\_\_\_\_\_\_\_\_ in my 6th grade Language Arts class right now. I have some concerns and I want to make myself available in case you have questions.

One issue I’m noticing is that \_\_\_\_\_\_\_\_\_\_\_\_\_ is consistently \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . A specific instance was today when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

What I’ve done so far on my end to address this is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The result was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I know you and I both care about success and about making good choices, so I wanted to let you know and make sure you were aware before things went any further.

The various steps I’ve taken on my end have not been effective and I’d like to meet with you during conference time (2:30 - 3:15) any day Monday -Thursday.

Let me know what day is best for you. I’m here to help!

Sincerely,

Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template 5**

**Use this for a quick, easy way to email a**

**parent about a one-time issue serious enough to**

**require writing a referral for the student.**

*I don’t know about you, but my school demands that we inform the parent of the incident before the principal will assign a consequence. They prefer that we do this by calling the parent personally, but I can’t always wait three more hours until my conference period and then spend hours playing phone tag with the parent. I typically just email the parent and then let the principal know that yes, I “contacted” the parent.*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

I tried contacting you via phone, but I reached voicemail and I didn’t want us to play phone tag all day!

I need to let you know about an incident in my 6th grade Language Arts class involving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. What happened was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which resulted in me writing a referral and sending him to the office to cool down.

If you would like to have more details of the incident, I’m available via phone call between 2:30 - 3:00 if you need more information. The number here at the school is \_\_\_\_\_\_\_\_\_\_\_.

Let me know if you have any questions. I’m here to help!

Sincerely,

Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_