

## **Template 1:** Email template for caregivers to request a meeting with their student's teacher

Subject: Request for Meeting Regarding [Student's Name]

Dear [Teacher's Name],

I hope you are doing well. I am reaching out because I would like to schedule a time to discuss [Student's Name]'s progress and performance in your class.

I would appreciate the opportunity to better understand how [he/she/they] is doing and how I might best support [his/her/their] learning at home.

I am available at the following times and dates:

- [Insert date and time]
- [Insert date and time]
- [Insert date and time]

My preferred method of meeting is [in person, phone call, Zoom, Google Meet, etc.], but I'm happy to accommodate your availability and preference. Please let me know what works best for your schedule.

Thank you very much for your time and dedication. I look forward to speaking with you soon.

Warm regards,

[Your Name]  
[Your Contact Information]



## **Template 2:** Email template for caregivers to provide teachers if their student is experiencing a difficult time

Subject: Request for extra support for [**Student's Name**] today

Dear [**Teacher's Name**],

I hope you are doing well. I am reaching out to ask if you could please provide extra support and compassion for [**Student's name**] today. You are an important part of their life, so I want to let you know that our family is going through a challenging time. [**Student's name**] may experience emotional difficulty today. Thank you so much.

Option to add at end:

You can reach me at [**insert phone number or email address**] today during [**insert time**] if you have any questions or want to talk.

Thank you very much for your time and dedication. I look forward to speaking with you soon.

Warm regards,

[**Your Name**]  
[**Your Contact Information**]



### **Template 3:** Email template for caregivers to provide teachers with information about their student.

Subject: My student in a few words

Dear [Teacher's Name],

I hope you are doing well. I am reaching out to share a few things about [student's name]. You are an important part of their life, so I want to share with you the type of student they are.

- **Insert at least one positive trait about your student with an example.** For example, they love to draw, are passionate about music, or have a good sense of humor.
- **Insert a concern you have about your student with an example.** For example, they are easily excitable, or they love to talk and have trouble listening.
- **Insert something you would like your student's teacher to know about you, your family, your student that would help the teacher understand who your student is.** For example, grandma lives at home and you work late, so your student takes care of grandma after school.

Thank you for your time and consideration of [student's name].

Warm regards,  
[Your Name]  
[Your Contact Information]