



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.

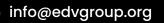
Thank you very much for your time and dedication. I look forward to speaking with you soon. Warm regards,

Your Name Your Contact Information

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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

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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]

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