

SAMPLE EMAIL TO PARENTS

Dear Parents/Guardian:

I am sending this email to inform you that your child, _____, did not have his/her (type of assignment) in class today and I need your help. As you know, failure is not an option at Central High School. If _____ needs help in completing the assignment, I will be here _____ and he/she needs to come in for extra help during PASS.

This assignment is important to ensure that _____ learns and understands the content standard that we are covering in my class during this unit/chapter. I appreciate all that you can do to persuade him/her to attend PASS and encourage _____ to complete all assignments.

Thank you so much for helping me help your child with his/her educational success.

Sincerely,

Your Name