

Sample Letter / Email To School

To,
The Principal / Teacher
School Name

Respected Sir / Madame,

I am (child first and last name)'s non-custodial parent. Nevertheless, I would like to remain actively involved in (his/her) development and education, and would appreciate your help by providing me with whatever information (even the trivial), schedules, and notices that are received by our child's custodial home. That information may not otherwise be "shared" with me, unfortunately.

I meet my child often once / twice / thrice a month and we often talk about school activities (mention the brief communication you had with the child) and about teachers__name____ and friends__names____.

Kindly find herewith my contact details for your records and convenience

Address :

Email ID :

Mobile / Whatsapp no :

Understanding that this is "one extra thing" for a busy" teacher, it will assure meaningful involvement and my continuing awareness of (child's first name)'s school classroom activities and environment.

When regular Report Cards are issued, naturally, I'd expect to receive, a copy along with a photo copy of school calendar, as well as permission to participate in Parent-Teacher Meet, School Day, Sports Day and Annual Day functions to encourage the child and I would appreciate if a meeting is scheduled concerning (child's first name)'s needs and progress.

I am ready to pay the necessary charges that are required towards the photo copies or invitees to the school functions. Please feel free to contact me. I am pleased to assist with Child's class field trips, parties, or projects. I'd be happy to help, just let me know.

Meanwhile, I'm looking forward to getting acquainted. (Child's first name) is excited to be in your class, and is looking forward to the (new / remaining) school year.

Thanks again,

Signature

Your Name :

Address

Cell Phone / Whats app No.

Email id :

Note for Parent : *Ignore past issues, Do Not indulge your self in any blame game or bad mouth about the other parent. *Concentrate on the care and concern towards the welfare of your child. *Listen to the suggestions and opportunities offered by the teacher.