

Date here

Dear MICS Families,

Welcome back to school! We will be your Room Representatives for your child's class this year. We have attached a form for you to fill out and return to your Room Rep.

We will be making a \_\_ grade class directory that will be distributed to each child. Please take a moment to fill it out. This will allow us to contact each other regarding homework assignments, volunteering, class activities, car pooling, etc. If you do not want your phone number and other information in the directory, please let us know and only your child's name will be published. Please let us know how you would like to help throughout the year so we can contact you for events.

Next, we would like you to fill out the "Class Participation Throughout the Year" form. This will help us to understand how involved you would like to be with the class/school.

Additionally, we would like to invite you to attend as many PTF meetings as possible.

Lastly, it is important that you return this information to us. Please contact either one of us if you have questions, comments, or concerns.

Thanks and many blessings,

Your \_\_\_ Grade Room Representatives

Room Rep Names, email addresses and phone  
numbers