

# Meet the Teacher... Upper Elementary and Middle School

Meet the Teacher or Back to School Night can feel a little overwhelming, but it doesn't have to be stressful! By creating a clear path of activities and precise direction, both parents and students will leave your classroom feeling confident about the school year ahead of them.

For a more detailed look into Meet the Teacher/Back to School Night, take a look at my [blog post](#). This tried and true system is one that I have utilized for over a dozen years, and it always helps me to start the school year strong!

Happy Teaching!



# Parent Note Zone

## Here is how I organize my Parent Note Zone:

1. Create a zone that is specifically designed for parents to leave notes for either their student, or for you.
  - a. Parents can write a note to students for the first day of school, you will happily place it on their desk.
  - b. Parents can write any pertinent information regarding their student for the teacher to know.
2. Have clear signage and an example for parents to follow.
3. If parents have personal information to share, please direct them to the “Note Zone” and reassure them that you will contact them within 24 hours and can speak over the phone or set up a meeting.
  - a. This keeps private matters private (FERPA)
  - b. Parents know that you care, and want to protect students and help in any way.



# Parent Note Zone

Dear Parents,

I am so excited to meet you and your student! **Tonight can get crazy, if you would like to share something, please jot me a note** ; this will ensure that I can soak in any information that you would like to share and can specifically address any needs or questions you might have within the next 24 hours. If you would like to leave a note for your student for the first day of school, please fill out a card, and I will happily place the note on their desk so that they can read it when they arrive. Please place all notes in the basket.

Looking forward to hearing from you,



Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Best Way to Contact \_\_\_\_\_



Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Best Way to Contact \_\_\_\_\_



Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Best Way to Contact \_\_\_\_\_



Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_ Best Way to Contact \_\_\_\_\_



# Parent Volunteers-Copying

Parents, I am so appreciative for any help that you are able to offer! If you are able to help with copying on Thursdays, that would be amazing! You do not need to come every week, we can rotate through the list and set up a calendar. You are welcome to come at a time that works for you, just let me know the time and I will have everything ready to be copied.

\*\*For your first copy trip, let's plan it during my prep period so that I can show you the ropes. Thank you again!

| Parent Name | Student Name | Email | How many times a month are you available? |
|-------------|--------------|-------|---|
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |



# Parent Volunteers-Party Planning

Parents, I am so appreciative for any help that you are able to offer! If you are able to help with planning parties and/or events for our classroom, please let me know! We typically have two parties a year, winter and the end of the year party.

Please let me know if you are interested in helping to plan, set up, and clean up the party/parties—thank you!

| Parent Name | Student Name | Email | Which parties are you available to help with? |
|-------------|--------------|-------|---|
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |
|             |              |       |   |



# Teacher Wish List

Dear Parents,

Please know that I am so thankful for your time and effort to make our classroom as amazing as possible. I know that you already do so much, but if you are able to contribute to our classroom by purchasing something from my classroom wish list it would be greatly appreciated.

All of my thanks,

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Tape wishlist QR code here

