

Teacher Assistance Letter

Dear Parent/Guardian,

We are kicking off our Academic Assistance/Tutoring Program. The letter below was sent to the teacher(s) your son listed on the form for subjects for which he wanted help. Anytime that we communicate with the school concerning your son we will notify you. If you would like a copy of the response, we receive from the teachers please let me know.

YKFMP President: _____ Date _____

My name is _____ and I am a counselor for YKF, Inc. Our focus is to assist young men in becoming successful and productive citizens. Your Principal and Superintendent are aware of our organization and that I am contacting you.

One of our Focus Areas is Partnership in Education. _____ is a member of our organization and he has requested assistance with your class through our tutoring program. His parent/guardian has given me permission to interact with the school on his behalf and the Release Forms are on file in the Guidance Office. Before we incur the expense of tutors, we ask your assistance in 3 areas:

1. Student assessment: (attendance, homework completion, class participation, behavior, basic foundation skills, and any other information that will assist the student in improving their performance). This information will be used to focus the efforts of our organization (and tutors if required) to assist you and the student in improving his performance.
2. Your availability to work with the student (preferably before school if possible since we will be providing transportation for several boys at that time)
3. Recommended tutors – If you feel the student needs assistance beyond what you can provide, do you know of anyone that we may contact to request this assistance.

An email response would be fine but I am also available to meet with you if desired.

Thank you so much for what you do everyday and for your assistance with this student.

Sincerely,

Name _____

Phone _____

Email _____