

Sample "Dear Parents" Letter

Dear Parents,

I would like to introduce myself as your Room Parent for Mrs. (Teacher's name). My name is (your name). Throughout this school year, I will be assisting Mrs. (Teacher's name) and sending emails with information about our classroom and school wide events.

If you have not registered as an Approved Volunteer, please do so as soon as possible. It is a requirement to enter the school beyond the front desk. Even if you do not plan on volunteering, this registration is a must to attend any events during school hours or to have lunch with your child. More information regarding this can be found on the LPA website.

You will also be receiving emails from me through www.signupgenius.com. This is a helpful tool in managing volunteers and donations for class activities. If you don't already have an account, please create one - this is a free website.

Attached is a list of Mrs. (Teacher's name)'s "Likes and Dislikes" for your reference. *(only if you have these)*

I am looking forward to a super year with Mrs. (Teacher's name)! Please let me know if you have any questions!

Thank you,

(Your Name)