

September, 2007

Dear Parents,

My name is Jane Smith and I will be teaching your child's religious education class this year. In order to make this year as successful as possible, I would like to enlist your help in a few areas.

E-mails:

In an effort to provide greater communication with you throughout the school year, please provide your e-mail address on the attached form.

Substitute Teachers:

If you are interested in being a substitute teacher for our class this year, please indicate this on the attached form. I will make every attempt to give reasonable notice in the event that this becomes necessary.

If you are able to substitute, feel free to sit in on a class early in the year to observe the basic format of the class.

Class Wish List:

I would like to obtain the following items for our class this year:

- 1.
- 2.
- 3.

Please indicate on the attached form if you are able to provide any of these items.

Example:

We will be doing a Nativity play in early December and will need simple costumes by November 1.

We need:

- 3 Shepherds Robes
- 1 Light Blue Robe for Mary
- 1 Tan Robe for Joseph
- 1 Set of Angels Wings and a Headpiece-white or gold
- 1 Baby Doll and Crib
- 1 Bright Shiny Star

Face Paint for Animals

Each child will have a role. We will perform for the other first grade classes during class time in early December. However, I will e-mail parents so that you can attend as well.

Thank you for your help. I look forward to teaching your child this year.

Sincerely,

Jane Smith

Phone

E-mail