

Planning

Sample Letter to Parents

Date_____

Dear Parents,

I am writing to tell you about an innovative learning experience we are about to undertake in *(name of teacher, period, and class)*. Your son or daughter will be participating in a project entitled *(name of project)*. We will be working on this project for approximately *(duration)* weeks.

The purpose of this project is to *(project purpose)*. Your student will be involved in the following activities *(researching in the library, interviewing community members, preparing an oral presentation, using the Web to communicate with students in other countries, etc.)*.

At the conclusion of the *(name of project)*, students will present to the public what they have learned. This presentation will take place in the *(location)* and is scheduled for *(date)* at *(time)*. We hope you will be able to attend.

Project work requires more resources than traditional teaching. It would be a great help if parents could contribute the following items *(art supplies, city maps, refreshments, expertise, etc.)*.

Please contact me if you have any questions about the *(name of project)*. My telephone number at school is *(number)*. The best time to call me is *(time)*. My e-mail is *(teacher@school.org)*.

Sincerely,
(Name of Teacher)

(Note: If parent permission is needed, it can be solicited below.)

I give my permission for my son/daughter

_____to participate in the *(name of project)*.
(print name of son or daughter)

_____Date_____
(signature of parent/guardian)

**Parental permission is necessary before
your student can participate in this project.**

Please return to *(teacher's name)* by *(date)*