

{Sample Room Rep Letter to Parents}

September 28, 2016

Hello First Grade Parents!

I'd like introduce myself since I will probably be seeing a lot of your child this year. I'm excited to fulfill the role of room rep for Mrs. Hester My name is Katie Schwarz (Sloane's mom). I will do my best to keep you up-to-date on activities going on at school and in the classroom.

Class Directory: My first project is to compile a class list, to use to reach each other with important information. Please fill out the below information and return to the teacher asap. If you do not fill out a form and return it, your child will not be included in the class directory. You can leave off any information that you do not want to be included in the directory.

Classroom Volunteers: The rules have changed significantly this year due to tightened security measures (this is coming from our school district). If you are not an approved LISD volunteer, you will not be allowed to help in any classroom event or function. You will be able to attend, but cannot assist in any manner (i.e., working at different party stations during class parties). Therefore, I am asking each parent to please go to our school website <http://cypress.my-pta.org>. Click on the volunteer tab and complete the information as directed to become an approved volunteer. By registering, YOU ARE NOT obligated in any way to volunteer, but it will allow me to have a pool of parents to pull from when help is needed during our classroom parties or field trip.

I hope to get the chance to meet each of you very soon!

Katie Schwarz (512) 217-4946 katiebschwarz@gmail.com

Parent
Name(s) _____

Child's Name

Email
Address: _____

Home/ Cell
PhoneNumber: _____

Address _____

Does your child have food allergies that you wish to share with the other parents? _____ Yes
_____ No If so please use this space:

I will be making a class directory and giving a copy to everyone. Is it ok for your child's information to be on there:

I give permission to distribute my contact information to my child's class.

I give permission to distribute my contact information to the Room Representative ONLY.

I would prefer not to share my contact information.

Signed: _____

Date: _____

Please return this sheet to Mrs. Hester as soon as possible. Thank you ☺