Coville-Hall Middle School

2012 Middle School Road

Akron, OH

August 4th, 2014

John and Jane Doe

5555 June Drive

Akron, OH

Dear Mr. and Mrs. Doe,

My name is Allison Ross, I will be Julie’s 8th grade American History teacher for the coming school term. I am looking forward to having the opportunity to work with both you and your child to help them reach their academic potential. I use the school website to post grades so you will be informed on your student’s progress through out the entire school year. In addition their will also be report cards sent home quarterly with the final 9 week grade. I have created a class blog at www.classroomblog.com where you or your child will be able to view school and/or class announcements, along with homework assignments.

If you need or wish to set up an appointment with me, I am available before and immediately after school. I can be reached via telephone or by email. I do set up individual parent conferences as it is needed.

Thank you for your time and I look forward to meeting you.

Sincerely,

Allison Ross

Teacher

555.555.5555

teacher@email.com