Name: _____Period: _____ Date:_____

Communicating with Parents Projects

Part 1:

You have been hired for your first teaching job, (select the grade and subject level of your choice). Your principal has requested that you develop a personalized welcome letter that will be sent to parents prior to the first day of school. Include pertinent information. Introduce yourself and inform parents of anything that they may need to know for the coming year. Consider things that parents might want or need to know that would help them be comfortable with you as their child's teacher. This might include contact information, conference times and class overview. Your welcome letter will be assessed on:

Organization – Is it in appropriate letter format? Does it flow well?

Content – Does it have thorough and pertinent information?

Appearance – Is the font legible?

Language Usage – Did you use appropriate spelling, grammar and punctuation?

See Rubric for Welcome Letter for more detailed information.

Part 2:

Again, you have been hired for your first teaching job, (select the grade and subject level of your choice). Your principal has requested that you develop a personalized teacher web page that can be accessed by students and parents. Include pertinent information and double check for correct spelling and grammar. Your task is to create a website for your students and their parents. Research websites available online that allow you to use a template and build your own web page for free. A simple Google search will help you locate these sites. Remember not to put your personal information on the site since it's just for practice. Some things to include might be contact information, conference times, syllabus and a copy of your welcome letter. This product will be assessed on:

Content – Is it pertinent and thorough?

Focus – Does the website make sense and have an obvious purpose?

Visual Appeal – Does it look nice? Is it easily understandable?

Mechanics – Did you use correct spelling and grammar?

See Rubric for Personal Teacher Webpage for more details.

Ask a peer to proofread and edit your projects prior to submitting for assessment.