

LETTER OF INTRODUCTION FOR STUDENTS GOING TO COMMUNITY CLASSROOMS

Dear (teacher's name) ,

We appreciate your help and cooperation in allowing the Child Development students to get more experience working with children and becoming familiar with career possibilities available to them.

I will come to your school to visit with you at least once during the time my students are at your school. Please feel free to call me about any concerns or problems that may arise. The school number is _____ . My home number is _____ .

There are three enclosures which should be helpful in coordinating this program:

1. A schedule of the time and names of students who will be working with you.
2. Evaluation forms for each student. Please complete this form and send it back with the student on his/her last day with you.
3. A copy of the rules our students should be following as a part of this experience.

Thank you for your help.

IAMA TEACHER
My High School
Child Development
1234 Main
Any Town, Utah 84000