
Sample Letter/Email to Families

(from materials developed by UNCG/SERVE)

Dear (Parent's name):

I am writing to let you know that your child may be enrolled in a new school or program next year. Sometimes when children are moving into a new program or school, the change can be scary and uncomfortable. Now is the time for us to begin thinking about and planning for the change. We want to make sure that when (child's name) begins (his/her) new program that (he/she) feels comfortable and confident about the move.

I would like to meet with you and discuss how we can best help (child's name) make a smooth transition into the new program. You will also have the opportunity to visit the new school/program as well as meet with new teachers and staff members.

Please call me at your convenience to set up a time. I believe that, by working together, we can make this a successful transition for (child's name). If you have any additional questions, ideas, or comments, I can be reached at (phone number) between the hours of _____ and _____.

Sincerely,

(Teacher's name)