

Dear Parents,

I hope all is well. Life here at Clayton Heights is great. We are all settling in and getting used to the routines.

This semester, I will be hosting a student-teacher from SFU, Ms. Moist. She will be teaching all of my courses from January 31 until spring break. Though she will be the primary educator in the class, we will be working in conjunction and I will have final sign-off on everything that will be taught or introduced in class. I will also be conducting formal observations of her regularly, will often be present in the classroom and will be in the school at all times. If you have any questions or concerns about your child's progress during this time, please feel free to contact either of us at the email addresses listed below.

This year I'm using a software program that allows me to send out an electronic version of your son or daughter's marks. You don't need any special software to view them; all you need is a valid e-mail address. You will see the marks sheet when you open your e-mail, but the columns might not be aligned. It may be better if you open the attachment.

If you would like to receive the e-mails please fill out the bottom of this form and sign it. You will also notice that there is a space for your son or daughter's e-mail address. There is nothing secretive or confidential with these e-mails, it is the same thing that the students see in class. I usually put in reminders about up coming tests or school events so it may be beneficial for your son or daughter to receive the e-mails as well. I would also like to add that this is **strictly voluntary**, please don't feel obligated to give an e-mail address. However, I would still ask you to sign the form and return it with your son or daughter. That way I know you did read this letter and opted not to receive the e-mail.

It has been my previous practice to post new marks regularly in class. So whenever I post them in the class, I will also email the results to you. I imagine there will be a couple of bugs the first few times the marks are sent. There may be misspelled addresses or I might inadvertently miss you. I will do my very best to make sure everything runs smoothly. Please feel free to email me if you are not receiving the marks. You can ask your son or daughter if new marks were posted in class, if the answer is yes, then you should have an e-mail waiting for you.

I hope you find this helpful. If nothing more, it is one more way that you can see your son or daughter's progress at school. If you have any questions or concerns, please feel free to call or e-mail me.

Sincerely,

Mrs. Daintrey and Ms. Moist

Student Name: _____

Parent(s) Signature: _____

Course: _____

Parental e-mail address: _____

Student's e-mail address: _____

Please feel free to keep this for your reference

Mrs. Daintrey's email address: daintrey_s@sd36.bc.ca

Ms. Moist's email address: smoist@sd36.bc.ca

Clayton Heights Secondary phone number: 604-576-4138