

Dear (Your Teacher's Name Here) Families,

My name is (your name here) and I have volunteered to be this year's Classroom Coordinator. As Classroom Coordinator, I am responsible for communicating important classroom, school and PTA information to all families in our classroom. In order to help me get information to you as quickly as possible, can you please fill out the information below and send it back to school with your child no later than (insert date here)?

Since Edgewood is an official Green School, my preferred way to contact you is via e-mail. If you do not use e-mail or do not frequently check e-mail, please let me know a more effective way of communicating with you.

Thank you so much for your help.

Sincerely, Your Name and E-mail Address

Child's Name _____

Parent's Name _____

E-mail Address _____

Dear (Your Teacher's Name Here) Families,

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