Dear Parent/Guardian,

I’d like to take this time to introduce myself as your child’s English teacher this year. I can’t tell you how excited I am to have this opportunity!

At this school, we have high expectations for our students. We have a lot to learn this year, and that can only happen if everyone is prepared and ready to learn at all times. My goal is to create a classroom environment where all students feel comfortable and safe enough to take risks, make predictions, and really dig into the material, and in order to do that, I will need your help!

I will be contacting you periodically throughout the school year to share with you how your child is progressing in class, but you should feel free to contact me at any time as well. I can be reached at [chelsea.usher@hartfordschools.org](mailto:chelsea.usher@hartfordschools.org).

You can expect your child to have English homework **every week**. Please check in with your child to make sure that they have completed their homework for the following class. If you ever have any questions, you can view our class portal page for more information about authors, assignments, and class expectations.

For my class, your child will need:

* A 3 Ring Binder—must be at least 1inch
* A good amount of white, **college-lined** filler paper (enough for the year, 5-10 packs recommended)
* Divider Tabs—you must have 5 sections in your binder.
* A good amount of pencils, blue/black/red pens
* Cheap ear bud headphones (5Below has some great, cheap headphones)

Your child needs to have these supplies by **the end of the second week** of school. I will be performing a Materials Check that day for a grade and helping them set up their binders for the year. After this, it is my expectation that your child will come to class prepared with paper and a writing utensil every single day. Coming to class prepared and on time is part of their overall grade. If you have any trouble obtaining these materials, please contact me as soon as possible so that we can come to a solution together.

A lot of the work we do will be considered “blended learning” assignments. Some of the work will be done in class, the rest done from our online platforms, Portal, Edmodo, etc. This means that your child will be expected to do online work regularly. I stay after school on Wednesdays in order to make sure all students have access to the help they need to complete the assignments.

In order to provide information to best contact you, **please sign up for REMIND updates (See attached instructions). Then, please fill out the short questionnaire attached to this letter and return it to school with your child tomorrow.**

This is going to be a great year for our students! I look forward to working with them and hearing from you!

Sincerely,

Chelsea Usher

Parent Survey

Date Submitted:  
\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I’ll be calling the first few weeks to introduce myself and allow you time to ask me any questions you might have, so please check the mode of communication that works best for you below:

[\_\_\_] **Please check here** if you’d prefer to be emailed updates

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[\_\_\_] **Please check here** if you’d prefer to be text messaged updates

Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[\_\_\_] **Please check here** if you’d prefer to be called for updates

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When is the best time to contact you? Please put a star next to the number above that is the best to contact.

Do you have access to the internet at home?

[\_\_\_] Yes [\_\_\_] No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other comments (feel free to use back side for more space):