

## Welcome Back To School Introduction Email Sequence

\*Instead of using a paper welcome letter (because that is so old school), consider using a series of emails (or text messages) to introduce yourself, student expectations, and class or program logistics to your students and/or families.

\*This is written in a format for you to copy and paste into an email, drop in your class/program details, and schedule to send out to your families prior to the start of school or the first week back.

\*Consider spreading these emails out over 5-7 days. Be sure to translate them for families who may not speak English.

### Email 1

Just like that, another summer has come and gone and school is back in session!

I'd like to take a moment to introduce myself. My name is [] and I will be your student's teacher for the school year. I'm originally from [] and spent my time in school focused on [sports/art/theatre/reading/etc], and continued my education at [college] in [major/focus] and [masters degree] in [major/focus].

I've been teaching for [# or many] years and find joy in teaching [age/subject]. While teaching is my career, I also love spending my time [hobby/family/favorite stores/other].

The best way to reach me is by [phone/email/text] at [phone number, email address, or class text program system and code]. [Outline any boundaries you plan to keep, including times you plan to check email, such as a 24 hour response time during the weekdays, etc]

I'll share more about our class in the coming days, but feel free to reach out now if you have a question.

Thanks for being here and I look forward to working with you and your student,  
[name]

## Email 2

As promised, I'm back to share more information about student expectations in my class.

Students should plan to engage in both fun and learning each day. Lessons will focus on [] and will often include [activity/homework/etc]. Students will be most successful if they [materials/mindset/etc].

You can assist your student in being successful in this class by [encouraging daily practice/discussing with them how to self-advocate/checking their homework each night/etc]. With the hopes of building a trusting and respectful relationship with your student, I prefer to hear directly from them about their questions and concerns. This will allow us to problem solve together in real time, learn more about each other, and help me to create a safe environment for future learning and growing. I am available during [prep periods/before or after school availability/room or office number] to connect with them.

If you are ever curious about what your student may be learning in our class or what test or projects they have coming up, be sure to check our website [include direct link below and how often you update it].

[If specific supplies are needed, please note those here]

Sincerely,  
[name]

## Email 3

Let's review the general logistics related to school and our class/program. Please see the information and links/contact information below.

Attendance  
Field trips  
Grade portal  
Student technology agreements/expectations  
Lunch  
Transportation/bussing  
Visitor policy

This email covered a lot, so consider Saving or Starring this email for future reference!

This concludes my Welcome Back to School email series. If you still have a lingering question, please reach out via phone, email, or text.

Sincerely,  
[name]

[phone number]

[email address] & [Class text program and code to join]

# ABOUT ME



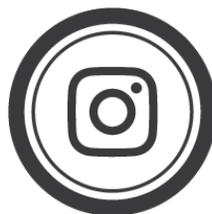
I've been teaching for over 10 years and continue to find joy in working with students with disabilities!

I currently teach transition age young adults (18-22 years old) with moderate to severe disabilities. Community experiences, life skills, consumer math, and vocational skills are the focus and I love that each day is different and new.

My educational background includes- Bachelor's Degree in Elementary Education and Special Education, Master's Degree in Advanced Special Education, and 30+ Graduate Hours in Assistive Technology.

-Heather

## CONNECT WITH ME HERE!



## GRAPHICS & FONT CREDIT



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