

Because email is the most effective form of communication, I am asking that you send me an email indicating that you have seen and understand this parent letter and syllabus for the course. Please send it from the address that you check frequently and will maintain for the entire semester. It can be a personal or work address, but if you change jobs then please update me by sending a new email

Please follow the exact instructions below in order to ensure the correct filing of the email in my parent communication folder.

To: kmurphy3@wcpss.net and

Subject: *student's last name, student's first name, period, course*

(example: Jones, Jonathan, 3rd period, CCM3)

Body:

I have read and understand the syllabus and parent letter.

your name

current home phone #

current work phone #

(please list the work phone # of the parent/guardian for whom it is most convenient to call)

Please have your parents send me an email within the first week of class.

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