

MEET THE TEACHER TEMPLATE

A full welcome letter, a postcard version, and a para/support-staff version, not one page reused, plus a family-input slip, a response log, and a contact-preferences roll-up. Fillable PDF.

SEND HOME Meet the Teacher Welcome Letter Template

A complete welcome letter: all five sections in full, for a classroom website, a printed handout, or back-to-school night.

TEACHER / CLASSROOM NAME	GRADE OR CLASSROOM NAME	SCHOOL YEAR	POSTED OR SENT VIA

A little about me

Our classroom values

A typical day

TIME	WHAT HAPPENS

How to reach me

How families can help

Sections used in this letter (key on page 5)

☐ A Little About Me — Background, interests, or whatever families should know about the adult in the room

☐ Our Classroom Values — What this classroom cares about or works toward together

SEND HOME Meet the Teacher Postcard / Half-Page Version

The essentials only, sized to mail, hand out at drop-off, or print two-up as a true half-page postcard from your printer's multiple-pages-per-sheet setting.

TEACHER / CLASSROOM NAME	GRADE	SENT OR HANDED OUT

About me, in a few lines

What our classroom values

A typical day, in brief

TIME	WHAT HAPPENS

BEST WAY TO REACH ME _____ **BEST TIME TO REACH ME** _____

One thing families can help with

Sections used in this version (key on page 5)

☐ A Little About Me — Background, interests, or whatever families should know about the adult in the room

☐ Our Classroom Values — What this classroom cares about or works toward together

☐ A Typical Day — A quick-glance snapshot of the daily rhythm

☐ How to Reach Me — Best ways and times to get in touch

☐ How Families Can Help — Something the classroom could use, or a way to get involved

Using the essentials-only version

The condensed version of the full letter (page 6): one or two lines per section. Mail it, hand it out at drop-off, or

SEND HOME Meet the Para / Support Staff Welcome Template

The same shape as the full letter, written for a paraprofessional, aide, or related-service provider who also wants to introduce themselves to families.

NAME	ROLE (PARAPROFESSIONAL, AIDE, RELATED-SERVICE PROVIDER, OTHER)	CLASSROOM(S) SUPPORTED	SCHOOL YEAR

A little about me

My role in this classroom

How to reach me

How families can help

A few things families often ask

QUESTION	SHORT ANSWER

HEAR BACK Tell Me About Your Child: Family-Input Slip

The one slip in this file meant to be filled in by the family, not the teacher, and sent back before the first day. General information only — nothing medical or confidential.

FAMILY MEMBER NAME	CHILD'S PREFERRED NAME	DATE

BEST WAY TO REACH OUR FAMILY (PHONE, EMAIL, APP) _____ **BEST TIME TO REACH OUR FAMILY** _____

LANGUAGE(S) SPOKEN AT HOME _____ **INTERESTED IN VOLUNTEERING THIS YEAR? (CIRCLE) YES / NO** _____

Something that helps my child feel comfortable, enjoys, or is proud of

A question or something I would like the teacher to know

Mark any that apply

☐ I received the welcome letter.

☐ I have a question for the teacher (write above or call).

☐ I would like a call or email back.

☐ I can help with something this classroom could use.

FAMILY SIGNATURE _____ **DATE RETURNED** _____

What this slip is for

This slip asks for general, non-medical information only. It is not where to share anything medical or otherwise.

TRACKING Family Contact Preferences Summary

Roll every returned family-input slip onto one page before the first week of school, so nothing is written from memory.

CLASSROOM / TEACHER	SCHOOL YEAR	DATE THIS SUMMARY WAS BUILT

MEASURE	COUNT
Total families on roster	
Slips returned	
Slips still outstanding	
Preferred contact: email	
Preferred contact: phone call	
Preferred contact: app or text	
Interested in volunteering	
Returned + outstanding (should equal roster total)	

Building this page

Copy each count straight from the Family Response Log (page 10): how many slips are back, how many are still out, and how the returned slips split by preferred contact method and volunteer interest.

Questions received, by welcome-letter section (optional)

SECTION	QUESTIONS RECEIVED
A Little About Me	
Our Classroom Values	
A Typical Day	
How to Reach Me	
How Families Can Help	
Total questions	

Reading this page at a glance

☐ A handful of slips still outstanding in the first week is ordinary, not a concern by itself.

EXAMPLE One Classroom's Welcome Letter and Roll-Up, Filled In

An invented fourth-grade classroom, one welcome letter, and one month of returned family slips, rolled up. Every number on this page is added so the arithmetic can be checked.

Family Contact Preferences Summary for Mr. Bennett's Grade 4 Classroom, invented

Eighteen of 24 families returned a slip in the first two weeks, leaving 6 still outstanding. 18 + 6 = 24, matching the roster. Of the 18 returned slips, 10 preferred email, 5 preferred a phone call, and 3 preferred an app or text (10 + 5 + 3 = 18, every returned slip accounted for). Seven of the 18 said yes to volunteering this year.

MEASURE	COUNT
Total families on roster	24
Slips returned	18
Slips still outstanding	6
Preferred contact: email	10
Preferred contact: phone call	5
Preferred contact: app or text	3
Interested in volunteering	7
Returned + outstanding	24

What the Meet the Teacher Welcome Letter Template (page 6) said

A little about me: two lines on Mr. Bennett's background and why he teaches fourth grade. Our classroom values: working hard, being kind, and trying again. A typical day: four rows, arrival through dismissal. How to reach me: school email, checked each weekday afternoon. How families can help: extra tissues and hand sanitizer for the supply shelf.

What the Family Response Log (page 10) shows for these 18 returns

Every row that shows a "Date returned" entry is one of the 18 counted above; the 6 rows with that column still blank are the 6 still outstanding. The preferred-contact and volunteer-interest columns on those 18 rows are exactly what is tallied in the summary to the left — no number on this page is a separate claim.

Questions received, by welcome-letter section, for the same two weeks

A Typical Day drew the most questions (6), followed by How to Reach Me (3). 2 + 1 + 4 + 3 + 2 = 12 total questions, matching the sum of the five rows below.

SECTION	QUESTIONS RECEIVED
A Little About Me	2
Our Classroom Values	1

How This Meet the Teacher Kit Works

A full welcome letter, a postcard version, and a para/support-staff version. Set the classroom info and five welcome-letter sections once on page 5, and every template in this file uses the same five.

IF THIS IS YOUR SITUATION...	USE THIS PAGE	WHAT IT DOES
You want a full welcome letter for your classroom website or back-to-school night	Meet the Teacher Welcome Letter Template (6)	A complete bio and classroom-info page to post, print, or hand out
You need something shorter to mail or hand out at drop-off	Meet the Teacher Postcard / Half-Page Version (7)	A condensed version with the essentials only
A paraprofessional, aide, or related-service provider also wants to introduce themselves	Meet the Para / Support Staff Welcome Template (8)	The same shape, written for a second adult in the room
You want to hear from families before the first day	Tell Me About Your Child: Family-Input Slip (9)	A one-page slip the family fills in and sends back
You need to track who has sent that slip back	Family Response Log (10)	One row per family, logged as slips come back
You want one page that sums up what families told you	Family Contact Preferences Summary (11)	A roll-up built from the log, not from memory

What's inside, in the order you'd use it

- 1 Setup: name the classroom and set the five welcome-letter sections once (page 5).
- 2 Write the Meet the Teacher Welcome Letter Template for the website, a handout, or back-to-school night (page 6).
- 3 Write the shorter Postcard / Half-Page Version if you need something to mail or hand out quickly (page 7).
- 4 Hand the Meet the Para/Support Staff Welcome Template to a second adult in the room, if one wants to introduce themselves too (page 8).
- 5 Send home the Tell Me About Your Child family-input slip before the first day (page 9).
- 6 Log every slip that goes home or comes back on the Family Response Log (page 10).
- 7 Roll the returned slips onto the Family Contact Preferences Summary before the first week of school (page 11), and write from the Welcome Letter & Bio Phrase Bank (page 13).

What this file is not

Not a per-student log, not a behavior or data-collection tool, and not a recurring weekly or monthly update — it carries no ratings, no points, and no student-specific record of any kind. It does not post or email anything on its own; it is the template to write from, for any classroom.

Three habits this file assumes

- ☐ Agree on the five welcome-letter sections (page 5) with any co-teacher, aide, or related-service provider who writes a version.
- ☐ Send the family-input slip home early enough that a reply helps before the first day.
- ☐ Log each slip the same day it goes home or comes back, so Family Contact Preferences Summary (page 11) is a copy, not a guess.

Meet the Teacher Welcome Letter Template

A complete welcome letter: all five sections in full, for a classroom website, a printed handout, or back-to-school night.

TEACHER / CLASSROOM

GRADE OR CLASSROOM
NAME

SCHOOL YEAR

POSTED OR SENT VIA

A little about me

Our classroom values

A typical day

TIME	WHAT HAPPENS

How to reach me

How families can help

Sections used in this letter (key on page 5)

- ☐ A Little About Me — Background, interests, or whatever families should know about the adult in the room
- ☐ Our Classroom Values — What this classroom cares about or works toward together
- ☐ A Typical Day — A quick-glance snapshot of the daily rhythm
- ☐ How to Reach Me — Best ways and times to get in touch
- ☐ How Families Can Help — Something the classroom could use, or a way to get involved

Using this template

Fill in all five sections for the fullest version — a classroom website, a handout, or back-to-school night. For something shorter, use the Postcard Version (page 7); for a second adult, use the Para/Support Staff Template (page 8).

The essentials only, sized to mail, hand out at drop-off, or print two-up as a true half-page postcard from your printer's multiple-pages-per-sheet setting.

TEACHER / CLASSROOM

GRADE

SENT OR HANDED OUT

About me, in a few lines

What our classroom values

A typical day, in brief

TIME	WHAT HAPPENS

BEST WAY TO REACH ME

BEST TIME TO REACH ME

One thing families can help with

Sections used in this version (key on page 5)

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- ☐ How Families Can Help — Something the classroom could use, or a way to get involved

Using the essentials-only version

The condensed version of the full letter (page 6): one or two lines per section. Mail it, hand it out at drop-off, or print two-up for a true half-page postcard.

When to use this instead of the full letter

- ☐ There is no classroom website or back-to-school night to post the full version on.
- ☐ Families need something today, not after a longer letter is finished.

Tell Me About Your Child: Family-Input Slip

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FAMILY MEMBER NAME

CHILD'S PREFERRED NAME

DATE

BEST WAY TO REACH OUR FAMILY (PHONE, EMAIL, APP)

BEST TIME TO REACH OUR FAMILY

LANGUAGE(S) SPOKEN AT HOME

INTERESTED IN VOLUNTEERING THIS YEAR? (CIRCLE) YES / NO

Something that helps my child feel comfortable, enjoys, or is proud of

A question or something I would like the teacher to know

Mark any that apply

- ☐ I received the welcome letter.
- ☐ I have a question for the teacher (write above or call).
- ☐ I would like a call or email back.
- ☐ I can help with something this classroom could use.

FAMILY SIGNATURE

DATE RETURNED

What this slip is not for

This slip asks for general, non-medical information only. It is not where to share anything medical or otherwise confidential — contact the school's office directly for that, by whatever channel your school already uses.

How this slip travels

Send it home attached to the welcome letter or the postcard version, and it comes back the same way — folder, email, or app — whichever this classroom usually uses. Log it on the Family Response Log (page 10) the day it goes home and again the day it comes back.

EXAMPLE

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What the Family Response Log (page 10) shows for these 18 returns

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Questions received, by welcome-letter section, for the same two weeks

A Typical Day drew the most questions (4), followed by How to Reach Me (3); $2 + 1 + 4 + 3 + 2 = 12$ total questions, matching the sum of the five rows below.

SECTION	QUESTIONS RECEIVED
A Little About Me	2
Our Classroom Values	1
A Typical Day	4
How to Reach Me	3
How Families Can Help	2
Total questions	12

Reading this example

☐ This classroom's two-week return rate (18 of 24) is its own pattern, not a rule.

Mr. Bennett's Grade 4 Classroom is an invented classroom for this example; no real teacher, student, or family information is used or shown.