

Dear Parent or Guardian:

I am looking forward to teaching your student this semester in English III (H). I aim to provide your student with an engaging, challenging, and enjoyable learning experience. Today, I have given each student a course syllabus that overviews what we will be doing in English III this semester. The books we will read are listed as well as grading policies and other information. I have also given each student a copy of classroom procedures to review.

Another great resource you can use to stay connected with what we are doing in English is the class website: [drcoffman.weebly.com](http://drcoffman.weebly.com). Each Monday, I will post a syllabus that outlines class activities and homework assignments for the week. I try to stick to this plan as much as possible; however, sometimes changes are made. I will post the syllabus, some handouts, and other information and resources there. If you're looking for information about my class (*from assignments to due dates to study guides and more*), chances are, you can find it on the class website! I will also regularly update grades in PowerSchool so you can see how your student is doing in English III. As always, if you would like to contact me by email ([mlcoffman@jmcass.org](mailto:mlcoffman@jmcass.org)) with any questions, concerns, or comments, I will attempt to respond in a timely manner. Likewise, if you use email regularly, please be sure to update and confirm your email address PowerSchool and list it at the bottom of this form. Email is a great way for us to communicate! Another form of communication I use from time to time is Remind. Although these messages will be geared to your student, you can also subscribe to my class on the Remind app to get notifications on your cell phone. Find information for joining the class Remind on the course syllabus your student was provided.

Finally, people often ask me how they can help me in my classroom. Throughout the semester, we will be involved in many projects and activities. If you would like to send any of the supplies listed at the bottom of this letter, I would greatly appreciate it. Supplies that I'm running short on are marked with an asterisk(s); I believe I have enough of the other supplies listed, but will accept any donations. These supplies will be used by the students throughout the semester. Again, I'm looking forward to working with your student this semester.

Sincerely,

Dr. Molly Coffman

Posterboard	Markers/colored pencils	Tape (packing/masking/Scotch, etc.)
Construction paper	Dry-erase markers	Glue/glue sticks
*mini hot-glue guns	*mini hot-glue-gun sticks	Sharpies/Mr. Sketch markers
Post-it notes	3x5 index cards	Highlighters
**Paper towels	**Kleenex	Hand sanitizer

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Please sign and return the bottom portion of this letter acknowledging that you did receive it.

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Parent/Guardian Signature

email address (Please take time  
to enter/update your email  
in PowerSchool.)

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Student's Name