Dear Parent/ Guardian, Tuesday September 8, 2015

I would like to take this opportunity to introduce myself as one of your teenager’s teachers for the upcoming academic semester.

Understanding the need to be kept informed of any current issues, assignments and progress in your young person’s academic career, I also respect and appreciate that most of us are pressed for time and have preferred avenues for communication.

For your information:

* I can be contacted at Preston High School at 519-653-2367 x740 from 7:45-8:00 a.m.. OR at lunch hour 10:40-11:35 a.m., OR at the end of classes after 2:15 p.m. OR via e-mail at **jamie\_kelly@wrdsb.on.ca**
* Course information, such as assignments and students grades will be frequently updated and posted (according to student number) on the following website: [**http://phscanadianlaw.weebly.com**](http://phscanadianlaw.weebly.com)
* The course outline, which contains an overview of the course and the essential learning expectations, can be found on the course website. I would appreciate you and your teen reviewing it together.

I respect that you also have preferred times and locations for contact regarding any issues that may arise with your teen’s progress in this course. With such considerations in mind, would you please fill out the bottom segment of this sheet, cut off the designated portion and have your teen return it to me.

Thank you in advance for your time and consideration. I look forward to a great start to the semester and the possibility of meeting you at **Parents’ Night on Thursday, September 24th at 5:00-8:00 pm**.

Sincerely,

Mrs. J Kelly

**✂** *(please cut along this line and return the lower portion)*

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Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent/ Guardian (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Time(s) of Contact (morning/ afternoon/ evening): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please indicate in the space below the time range that you prefer)*

 Please contact me at the following number(s):

At home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_ At work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_