

APPENDIX A

Sample Letter to Parents

DATE

Dear Parents of Cornwall's 3rd and 4th graders,

Welcome back to another exciting school year at Bingham Elementary School! For the next four months it will be my pleasure to be student teaching in your child's classroom. My name is Heather Harken and I am a senior at Middlebury College. Over the past three years here, I have been studying to become an elementary school teacher. I have spent time working with teachers in grades 1-5 at Bridport Central School, Mary Hogan School, and St. Mary's School. Beyond the school year, I have spent the past four summers working with children as well. My love for swimming led me to coach a summer swim team in my hometown on Long Island for the three summers right after high school. This past summer I was ready for a new experience, and I was lucky enough to teach at a summer program for international students hoping to improve their English speaking abilities.

Now, after those wonderful teaching experiences, I will complete a semester of student teaching in hopes of becoming a certified teacher. This semester, I will spend every day in the classroom learning from the fine examples set by your child's teacher, Janne Giles. After gaining experience by teaching some lessons myself, I will pull together a portfolio demonstrating my teaching abilities and experiences. In preparation for this portfolio, I may take some pictures or videos of the students partaking in various lessons. If you have any questions about this process, please feel free to ask!

I will be at back to school night next week and hope to be able to introduce myself to you in person! I am very excited to get to know your child over the next four months!

Sincerely,

Heather Harken
Middlebury College Student Teacher