

Dear Mrs. Smith,

I am so glad that Sally is in your class this school year. I realize I was trying to tell you some important information in passing. That's not fair, for anyone. I would love 10 minutes to chat this week. When is a great time to connect that we both can give our conversation the attention it deserves? Do you have 10 minutes before, during, or after school this week?

Looking forward to connecting and being a positive, collaborative team for Sally.

Please let me know via email. I can come into school. If you'd rather have a phone call, please use my cell phone number (xxx-xxx-xxxx), that's the best way to reach me.

*Best,
Positive, Collaborative Mama*