Dear Parents/Guardians:

I am writing to introduce myself to you and describe some of the activities and procedures your child will be participating in at school. My name is Salma Parvez and I will be your child’s Math, Science, and Art teacher for the remainder of the school year. I am a graduate of University of Calgary and am looking forward to working with my students to have an excellent educational experience.

Students will have textbooks and workbooks that they will bring home for completing assignments and to use in studying for quizzes and tests. Daily homework is assigned and students and parents will be able to access important information like upcoming deadlines, assignments, handouts, and class notes with this webpage: [http://cisgrade9.weebly.com/](http://cisgrade9.weebly.com/" \t "_blank). To see your child’s progress/grades in my classes log into [www.engrade.com](http://www.engrade.com) using the username/access code provided to your child at the beginning of the school year.

I am certainly looking forward to working with you and your child this year. Please feel free to email me at [ParvezS@cislive.ca](mailto:ParvezS@cislive.ca) should you have any questions or concerns. If you will kindly fill out the information below the dotted line, tear it off and return it with your student, it will make it easier for me to contact you or respond to your notes or calls.

Sincerely,

Mrs. Parvez  
Junior High Teacher

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

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The best way to reach me is:**

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email