Date

Your Name

Your Street Address

Your City, State Zip Code

Instructor’s name

School Address

School City, State Zip Code

Greeting,

In body paragraph one, introduce yourself (even if I know who you are). State three things that are new, notable, or different about you since the last time I saw you. Include a brief description of your living situation, and any academic considerations I should know about for you (you have an IEP/504, sight/hearing issues, ADHD, etc…).

In body paragraph two, discuss what your expectations are for your senior year. What do you hope to accomplish (it doesn’t have to be just academic)? What are your biggest motivators for accomplishing these goals (do not just say something like “I want to get out of high school”. Why? For what purpose? What will you gain?)? What do you foresee being your biggest roadblocks? How do you plan to overcome these roadblocks (BE SPECIFIC!!)?

In body paragraph three, discuss what your expectations are from me. What do you need from me to be successful this year (this is ESPECIALLY true for those of you who’ve had me in the past. You know what I’m like…so where would you like to see me improve/change)? Is there a specific skill you feel like you are maybe lacking in? What methods should I employ that are most effective for you to engage in the class and learn your best? What suggestions or changes would you suggest I make to improve from previous experiences (if you have had them)?

Closing,

Your signature

Your full printed name