



Welcome to **(TEACHER'S NAME)** Classroom!

I am a fellow parent in **(TEACHER'S NAME)** classroom and have volunteered to work as the room representative this year. I will help facilitate communication between the teacher, the PTA, and parents. I will also be working with **(TEACHER'S NAME)** to plan events and class activities and will occasionally ask for volunteers to help. If you are interested in staying in the loop please complete the form below and return it to your teacher.

Sincerely,

Name of Room Representative (Child)	Phone	Email Address
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PLEASE WRITE CLEARLY

Child's Name: _____

Parent/Guardian Name: _____

Phone: _____

E-Mail Address: _____

Parent/Guardian Name: _____

Phone: _____

E-Mail Address: _____