

October 6, 2020

Dear Parents and Guardians,

I wanted to inform you of an extended, week absence I will be taking from October 19-23.

I have been working consistently to ensure that your student is taken care of and prepared to be successful during this week's absence. I am leaving explicit instructions for my substitute and will spend a day discussing expectations with the students before I leave. I am also leaving video recordings of me teaching the lessons of our curriculum for that week so that students can continue their learning while I am away. I am confident that my students will continue to be successful while I am away.

I, unfortunately, will also be missing Parent-Teacher Conference times. I will be leaving conferences at 3:00 PM on Thursday, October 15 and will not be available for conferences Friday, October 16. If you wish to schedule a phone, Google Meet, or in-person conference, please let me know via email.

Again, I am confident that your student will be successful while I am away. The students have proven to me that they are strong, capable learners who want to grow and succeed.

Please do not hesitate to contact me if you have any questions or concerns.

Thanks,

Ms. Landry  
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7th Grade English  
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