Dear Parents and Caretakers,

I am requesting your assistance in a special project. Beginning in mid-October, I would like to start honoring one student each week. Each week the “Student of the Week” will be honored by having one bulletin board dedicated to him or her. On this board, I would love to display items that reflect each child’s unique interests, experiences, and history. Since you know your child the best and have access to these types of items, I need your help.

Over the course of the next two weeks, I would greatly appreciate it if you could gather photographs, writing pieces, certificates, letters, drawings, postcards, book jackets and any other flat items that represent your child. Please write short captions for each item. Last year many of my parents gathered the items themselves and kept the package a secret. During their special week, the children were surprised to see the care and love that their parents took to create their special package. Other parents used this project as an opportunity to spend some quality time with their child. These children were equally excited to spend extra time with their parents as they composed such a special compilation.

Whichever route you choose is up to you. I will be the “Teacher of the Week” during the week of the Third Grade Breakfast and Curriculum Night. Thus, you will have these two opportunities to see the size and format of the board. If you cannot make it into our classroom for either occasion, a general rule of thumb is: 5-7 pictures, 1 written piece, and 2 artifacts (such as a letter from a Grandmother, special certificate, ribbon, karate belt, etc.) fit nicely. Again, the addition of captions greatly enhances the purpose of the items. Regardless of the number of items, please make sure all items are flat, as they must be thumb tacked, staples, or taped into the bulletin board.

Please send the items with your child in the provided envelope by October 11th. After I receive all of the envelopes, I will begin randomly choosing one child a week. Once your child’s special week is over, all items will be returned to you. I know you all have busy lives; thus, I thank you in advance for your participation in this very special project!

Sincerely,

Sangita