Dear Mr./Mrs. Teacher,

We are writing to introduce ourselves and our blended family. (child’s name) transitions homes (week to week/mid-week etc.). For this reason, we have included all parent’s contact information so we can remain in contact and informed.

**(Child’s) Family**

Father: Name, Email, Phone   
  
Stepmother:

Mother:   
  
Stepfather:

Siblings: You can include If they are in the same school/which household they reside in/ age   
  
  
**(Child’s) Schedule**Every other week – transition on Mondays. First Day of school, Father’s Week.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Drop-Off | Mom | Dad | Dad | Dad | Dad |
| Pick-Up | Dad | Dad | Dad | Dad | Dad |
|  |  |  |  |  |  |
| Drop-Off | Dad | Mom | Mom | Mom | Mom |
| Pick-Up | Mom | Mom | Mom | Mom | Mom |

**Communication Preference**

Please send 2 copies of important documents so we can have one at each home. We have included a folder to share between homes to make it easier.

**Teacher Conference Preference**

We would prefer to do teacher conferences separately. Please let us know how this can be arranged.

We appreciate all you do for our (child) and blended family. Please let us know if you have any questions or ideas to make (child) more successful.

Best,

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