

# SAMPLE TIPS LETTER

Note: Check the underlined sentences to tailor this letter to your TIPS program. Edit as needed for subject, grade level, and details.

ON SCHOOL LETTERHEAD  
**EVERY CHILD ELEMENTARY SCHOOL**

100 Educate Road  
Learning, State 00000  
Phone: (555) 555-5555  
Fax: (444) 444-4444

Date \_\_\_\_\_

Dear Parent or Guardian:

I am pleased to welcome your child to my x<sup>th</sup> grade math class. We are looking forward to a very good school year.

As a part of our curriculum, I will assign each student one homework activity each week called a "TIPS" activity. TIPS stands for "Teachers Involve Parents in Schoolwork" and requires your child to talk with you and share ideas in some sections of the homework. TIPS assignments will be handed out on Mondays and will be due on Thursday of that week. The assignments will be printed on two sides of one sheet of YELLOW paper. Please note that TIPS are not the only type of homework your child will receive in this class.

As with all homework, TIPS activities are linked to our school objectives. Of course, *all homework is the student's responsibility to complete*. With TIPS, you are not asked to teach information to your child, just enjoy the interactions. Each assignment includes a "Home-to-School Communication" section at the end for you to send comments to me. I will use that information in thinking about future homework activities.

Homework is a vital part of education. Good assignments help students practice skills, share ideas, and take responsibility for their work and learning. Homework also helps you see what your child is studying in school. By completing homework, students have the best chance of keeping up with their work and succeeding in school this year.

Please contact me if you have any questions about the assignments or about our math class. The first TIPS assignment is attached to this letter.

I look forward to working with your child in math and connecting with you to help your child succeed this year.

Sincerely,

Ms. Ima Teacher  
x<sup>th</sup> Grade Math Teacher

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Please cut this section and return the bottom portion to school with your child, by \_\_\_\_\_.  
Thank you. (date)

*I have read the above information for my child's x<sup>th</sup> grade math homework assignments.*

Parent/Guardian or Family Partner Name (please print): \_\_\_\_\_

Parent/Guardian or Family Partner Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_