**Letter of introduction**  
- Write a letter to families to introduce yourself. Provide your contact information and pertinent class information (Curriculum night date and time, packet deadline, emergency packet deadline, class fund info, etc)  
- Letter will be mailed with teacher welcome letter

Arrange class get together/social before school commences:  
- Plan social (potluck, pool party, etc)  
- Create invitation  
- Invitation will be mailed with teacher welcome letter  

**Please check with Helen to confirm when your teacher's letter will be mailed. Helen Hundley 2062523510**

**Class Social: event**  
- Have *Information form* available (see attached form). This will aid in creating a phone/email tree. This is critical – the trees will be available in the CC binder and can serve as a temporary directory.  
- Ask parents to fill out Directory Consent forms (provide explanation to new families).

**1 Week before school begins**  
- Prepare "back to school" packets for your class *(about 30min-1hr)* Packet packaging schedule will be available on TOPS website [www.seattleschools.org/schools/tops](http://www.seattleschools.org/schools/tops) and will be emailed. Please bring in a box to hold and carry your packets.  
- Attend New Families’ night *(2 hours)*  
- Return completed Directory Consent forms. Please note which families have not returned form. Put them on your *Directory list*.  
- Complete *Information form* for phone/email tree using class list and/or office information

**Curriculum Night**  
- Introduce yourself and talk a bit about the classroom information kit  
- Collect class funds  
- Disseminate and collect Directory Consent forms from families as needed.  
- If you or your teacher has created a classroom volunteer sign up sheet, please have that information available  
- Collect remaining packets from families on your *Packet list*. Please call them a few nights before CN to remind them to bring the packets. Packets can be collected on CN

**Packet Sorting (takes about a week - about 5 hours)**  
- Packets will be due on the 29th. Please do not let all families know that packets will be accepted on CN- the goal is to have all forms in by CN.  
- Return all forms to appropriate staff.