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Dear Parent(s):

Today each student received a "Homework Log" sheet. I'm writing to explain its purpose, and to ask your help with homework procedures. Every day's homework will be written on the HW Log. This serves three purposes:

- the pupil gets a consistent place to write down the homework,
- the log provides an organized list of assignments, to help the student plan enough time to finish them, *and*
- the parent can easily see which work has been assigned.

Please refer to the example on the back of this page. Note the column titled "Parent Signature": beside EVERY assignment finished to your satisfaction, please sign this column (each assignment needs a separate signature). This shows me:

- you're aware of the material covered in class and assigned for homework, *and*
- you've examined your child's work upon completion, and are satisfied with his or her effort.

In turn, my markings on the HW log show that your child:

- indicated the assignments correctly, and earned your signature beside each finished one [if you see a purple stamp of my initials], OR
- omitted some instructions when copying down the assignment(s) [if I've drawn a circle in the "assignment" area].

**It is essential that your child keep his or her Log in a safe place and show it to you every day.** I make every effort to check the HW Logs each morning. My marks, though sometimes delayed by a day, will always indicate to you whether your child's HW Log is meeting my expectations. For now, marks in the "reading" column are optional.

Let me take this opportunity to emphasize that I am always available for conference, and can be reached at the above e-mail address or phone number. I look forward to working with you to make this a rewarding and enriching year for your child.

Thanks for your help!