

Recognizing On the Spot Academic Success: Sending a Quick, Positive Email

Have you ever caught one of your students experiencing an exciting moment of academic or social-emotional learning outside of the APTT skills they may have been working on at home? Did you want to capture that moment to share with his or her parents? While there are many ways to capture this moment to parents, using the form of communication the family has identified as their preference is key to continue building a trusting relationship. One form of communication that many families now state is their preference are emails. Emailing can make a teacher's job easier too! Emails are easy to manage because you can respond when you have the time and have a written record for continued follow up. Some important things to note when emailing:

1. Email during the hours that you would like to receive an email, i.e. not before 8am and not after 6pm.
2. Families love getting pictures!
3. If you aren't getting a response, try another mode of communication.

In this artifact, a teacher sends two parents positive notes on the spot related to an exciting moment of academic learning. The conversations start with background information on what the students have been studying since these moments of academic learning were not direct skills discussed during APTT. The teacher then describes the exciting academic moments performed by each student. By sharing this information on the spot, the teacher accomplishes the following: creating excitement amongst the student and offering parents insight into what their students are doing inside the classroom. Because of this email, students begin to recognize that there is relationship between their home life and school life, the bridge being their teacher.

For Teachers

- Ask families their preferred method of contact info and let them know you'll share academic updates this way.
- Offer background information on what students have been studying or working on in the classroom to give parents context in your email.
- Describe the academic moment of success you witnessed.
- Include pictures if possible.

Possible On the Spot Scenarios

- A student is practicing his or her math and or reading skills during centers time.
 - A student uses a vocabulary word from the Read Aloud story during lunch.
 - A student shares a toy with another student.
 - A student names the days of the week during Morning Meeting.
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Created by Epernay Kyles

Subject: Weather graphing rockstar

To: [REDACTED]

Every day before recess we graph the weather for the day, and yesterday I asked for someone to tell me what they noticed about our graph. Most students told me the number of sunny and rainy days were equal, each with 1, but **Violet** told me that our cloudy and snowy days were also equal, noticing they both had 0. She's such a rockstar!

Ms. Kyles

Subject: Graphics Practice

To: **Dima Reda**

Last week and this week, we've been learning about light vs. heavy and introducing scales into the check-out section of our classroom. During Graphics Practice on Tuesday we practiced writing L for light and H for heavy. I encouraged **Kindal** to write all the sounds she heard in both words and she did a fantastic job!

Ms. Kyles
