

Urgent Classroom or Teacher Change

Dear Parents,

I am writing to inform you of an unexpected change that will affect your child's classroom assignment. Due to [brief, appropriate explanation - enrollment changes, facility issues, etc.], your child will be transitioning to my classroom effective [date].

I understand that sudden changes can be unsettling for both children and parents, and I want to assure you that we are taking every step to make this transition as smooth as possible. My name is [Teacher Name], and I have [number] years of experience teaching [grade level].

Here's what you need to know:

- Your child's new classroom location: [details]
- Any changes to pickup/drop-off procedures: [details]
- New classroom supply needs: [details if any]
- Timeline for the transition: [specific dates and steps]

I have been working closely with [previous teacher] to understand each child's academic progress, social needs, and individual learning style. All academic records, assessments, and individualized learning plans will transfer seamlessly.

I recognize this change may raise concerns, and I welcome the opportunity to discuss how we can best support your child during this transition. Please don't hesitate to contact me at [contact information] or schedule a brief meeting.

Thank you for your understanding and flexibility during this adjustment period.

Sincerely,

[Teacher Name]

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