



SEAN MCCORMICK  
COACHING | TUTORING | CONSULTING

# TEMPLATES FOR COMMUNICATING WITH TEACHERS & ADULTS

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## About

Does your student struggle to communicate their goals and needs to their teachers? Would your student do better in their class if they could build a relationship with their teacher by sending regular emails? Is your student missing assignments and needs a plan to get back on track? If so, these communication templates are perfect for you! Check out the the different categories and use as needed!

## Grades

Missing Assignments

Hi (Teacher Name),

[Google Business Profile](#) |



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I noticed that my grade in your class is currently a (grade).

I want to send a friendly reminder that I turned (name of assignment). I am also attaching it to this email in case it got lost.

I also noticed that my grades on the following assignments are:

- (assignment name, grade)
- (assignment name, grade)

Is there anything I can do to make up these assignments, as my goal for this semester is to earn a (desired grade) in your class.

Sincerely,

(Your Name)

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Asking for Support

Hi (Teacher Name),

I noticed that my grade in your class is currently a (grade).

I want to check-in and see if we could develop a plan to help me get my grades back up.

Is there anything I can do to make up these assignments, as my goal for this semester is to earn a (desired grade) in your class.

Sincerely,

(Your Name)

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Requesting A Re-Take

Hi (Teacher Name),

[Google Business Profile](#) |



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I noticed that my grade on the (assignment name) was a (grade).

I want to see if it was possible to retake the (assignment name) or do an alternative assignment to

Is there anything I can do to make up these assignments, as my goal for this semester is to earn a (desired grade) in your class.

Sincerely,

(Your Name)

## Attendance

Hi (Teacher Name),

I noticed that I was marked as (attendance code) on (date).

On that day I was (where you were).

What steps can I take to have my attendance marked correctly for (date)

Sincerely,

(Your Name)

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## Help With Understanding An Assignment / Clarifying Directions

Hi (Teacher Name),



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I saw that (assignment name) was added to the list of upcoming assignments.

I am not sure how to do this assignment. Could you provide me with step by step instructions or a prompt on how to complete (assignment name).

Sincerely,

(Your Name)

## Prompts

Hi (Teacher Name),

I wanted to check if you received the email I sent below?

Sincerely,

(Your Name)

## Informational Interviews

REACHING OUT

Hi (name of person),

My name is (your name) and I am currently (describe your current position and why you are reaching out).

I'm interested in learning more about the position of (name of position you are interested in).

I was wondering if I could ask you a few questions about your position, responsibilities, and background when you have free time. I'm sure you're busy so even 15 minutes would be appreciated.

Thanks,

[Google Business Profile](#) |



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(your name)

FOLLOW UP

Hi (person name),

Thanks so much for taking time to chat with me (when you chatted). I enjoyed learning about your experience as (list two to three things that were memorable that they shared).

I'd love to follow up about ...(something you would like to keep talking to them about).

Here is a link to my website which has more details about my .... (your website).

Do you have any colleagues that you recommend I reach out to and to share about my practice? If there is anyone else who comes to mind, please let me know.

I'd love to chat further if there is anything I can help with or if (situation where you could be helpful).

Sincerely,

(Your Name)