August 02, 2024

Dear Parent/Guardian:

My name is Marcia E. Diehl, and I would like to introduce myself as one of the Spanish teachers. Westside High School is a fantastic school, and I have great expectations for my students.

I hope it will be a wonderful school year for me as a teacher, but especially for your child as a student. I am at your service for anything you need me to clarify to ensure your child’s academic and social growth.

I am looking forward for this school year at Westside High School, and I hope to play a role in expanding your child’s knowledge and interests. I do tutor after school by scheduled appointment to avoid conflict with after school meetings with parents, staff meetings, or private appointments.

Please e-mail me the first two weeks, so I can have your contact for further communication. Also, send this text: **@998737** to 81010 (Remind), for us to have a further form of communicating. Thank you for providing the information.

Sincerely,

Marcia Elizabeth Diehl

If you need to reach me, please text to: 404-941-0013 or email me at: [diehlma@boe.richmond.k12.ga.us](mailto:diehlma@boe.richmond.k12.ga.us)

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(Please fill in the information, cut at the line, and bring this part back to Mrs. Diehl)

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_\_\_ Spanish \_\_\_\_\_\_ (II / III)

Parent’s/Guardian’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_