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| [INSERT SCHOOL NAME]  [SCHOOL PRINCIPAL] • [ASSISTANT PRINCIPAL] • [SCHOOL COUNSELOR] | 20XX–  20XX |

***INTRODUCING***

**THE FAMILY CONNECTION  
WORKSHOP SERIES**



[**Insert School Name**] is happy to offer parents and guardians the amazing opportunity to gain parent education while socializing with other parents and building a support network! All workshops will start at [**insert time**] and end at [**insert time**], except where noted. Locations are specified below.

Once a month, we will offer refreshments and a workshop on an important topic that will help you in supporting your child/children. At the end of the school year, there will be a FAMILY CONNECTION CELEBRATION for all those who participated over the course of the school year. Each month, a reminder notice with further details on that month’s workshop will be sent home, so stay tuned! Call [**insert name**] at [**insert phone number**] to learn more.

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| WORKSHOP TOPICS & DATES |
| OCTOBER XX, 20XX – [Insert Topic]   * Event description   NOVEMBER XX, 20XX – [Insert Topic]   * Event description   DECEMBER XX, 20XX – [Insert Topic]   * Event description   JANUARY XX, 20XX – [Insert Topic]   * Event description   FEBRUARY XX, 20XX – [Insert Topic]   * Event description   MARCH XX, 20XX – [Insert Topic]   * Event description   APRIL XX, 20XX – [Insert Topic]   * Event description   MAY XX, 20XX – [Insert Topic]   * Event description |

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| [INSERT SCHOOL NAME]  [SCHOOL PRINCIPAL] • [ASSISTANT PRINCIPAL] • [SCHOOL COUNSELOR] | | 20XX–  20XX | |
| ***REMINDER!!***  **THE FAMILY CONNECTION WORKSHOP SERIES**  **ATTENTION PARENTS & GUARDIANS:**  You are invited to participate in the FAMILY CONNECTION SERIES brought to you by [**insert school name**]! Remember, you will earn 100 points each time you attend a workshop in the series. At the end of the school year, there will be a CELEBRATION where you will have the opportunity to ‘shop’ for great prizes based on the number of total points you have earned according to your Family Connection Attendance Punch Card. The more workshops you attend, the more points you will have to ‘spend!’  Also, to kick things off, the CLASSROOM WITH THE GREATEST PERCENTAGE OF PARENTS attending our very FIRST workshop on **[insert date]** at **[insert building/location]** from **[insert time]** to **[insert time]**, will win a CLASSROOM PIZZA PARTY, sponsored by [**insert organization**]! This month’s workshop is entitled: [**Insert Workshop Title**]. This workshop will cover [**insert workshop description**].  If you will attend in October, please return the RSVP Form below or respond online at [**insert link**] no later than [**insert date**] so that we can be sure to have adequate refreshments and materials. Simply complete the portion below and submit to your child’s teacher ONLY IF YOU WILL BE ATTENDING. See you on [**insert weekday, insert date**]!  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Tear/Cut Here\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*    FAMILY CONNECTION WORKSHOP SERIES: [INSERT MONTH] 20XX  Return to Classroom Teacher or RSVP online by [**insert date**]! If you have more than one student, please list each.  \_\_\_\_\_\_ YES! I will be in attendance on [**insert date**]. Number attending: \_\_\_\_\_\_\_\_  Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_  Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_  Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RSVP Online at: [insert link] | | | |
| [INSERT SCHOOL NAME]  [SCHOOL PRINCIPAL] • [ASSISTANT PRINCIPAL] • [SCHOOL COUNSELOR] | 20XX–  20XX | |

**THE FAMILY CONNECTION  
WORKSHOP SERIES**



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| [INSERT SCHOOL NAME]  For each workshop you attend, have this Record of Attendance Card  punched/signed by a staff member. Each punch is worth 100 points.  Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |  |  |  |  | | --- | --- | --- | --- | | **OCTOBER**  ◎ | **NOVEMBER**  ◎ | **DECEMBER**  ◎ | **JANUARY**  ◎ | | **FEBRUARY**  ◎ | **MARCH**  ◎ | **APRIL**  ◎ | **MAY**  ◎ | |
| THE FAMILY CONNECTION WORKSHOP SERIES  RECORD OF ATTENDANCE CARD  20XX–20XX |

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