**A Note to the Teacher**

**Write a note to the teacher to talk about your child’s future absence.**

**Use these details:**

Teacher’s name: **Mr. Baballa**

Reason: celebrate (name of religious holiday)

Date of absence: **Friday, Sept. 29th, 2017**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theme: Education

Topic: Write a note to the teacher

Task: Write a note about your child’s future absence

Competency: Writing – Interacting with others

**Teacher’s Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Part A:** The teacher understands when and why your child is going to be absent. |  | No | Yes |
|  |  |  |  |
| **Part B:**  | Yes  | Almost | Not Yet |
| 1. Message gives the reason. |  |  |  |
| 2. The details are in order – parent’s name, child’s name, reason. |  |  |  |
| 3. Correct use of ‘going to’ or ‘will be’. |  |  |  |
| 4. Correct greeting and closing. |  |  |  |
| 5. Handwriting is clear. Spelling, capitals, and punctuation are correct. |  |  |  |

Rating Scale:

**Part A: need ‘yes’**

**Part B:**

**CLB 3 – need ‘Yes’ in 1 and 2 to succeed**

**CLB 4 – need ‘Yes’ in 1, 2, 3, and 4 to succeed.**

**Self-Assessment**

1. My message gives the reason. Yes No

2. The details are in order. Yes No

3. I correctly use ‘going to’ or ‘will’ to talk about the future. Yes No

4. The greeting and closing are correct. Yes No

5. My handwriting is clear. The spelling, capital letters and

 punctuation are correct. Yes No

|  |  |
| --- | --- |
| Good work! Something you did well.  | Something to work on for next time. |