Dear [name],

Throughout the school year I meet with small groups of students and give specialized instruction to improve their reading skills. I would like to schedule a daily, 30-minute lesson with [student’s name] and a few other students to continue developing their skills while we’re all at home. I’m requesting a few minutes of your time each day to set up the environment necessary to meet with your child.

* I would like to send you a calendar appointment for the daily meeting with a link to our virtual meeting.
* You can use the link in the calendar appointment to connect to the virtual meeting each day.
* We will use [collaboration software] to connect with each other.
* Please set up a quiet space with a desktop, laptop, or tablet for your child to meet with me. Earbuds or headphones are helpful but not required.
* The first time we meet we will test the audio together with your child and make sure your child can clearly see my screen.
* For the daily lessons following the first meeting I would like to ask that you help your child join the call and then you are free to go.

Thank you in advance for your help!

Best,

[Your name]