

SAMPLE LETTER FOR SUBSTITUTE TRAINING

DATE:

TO: PVUSD Substitute Teachers

FROM:

RE: MAKE YOUR DAY SUBSTITUTE TRAINING

Our four schools have recently begun a new citizenship program called Make Your Day. This program is unique to our four schools and is different than Assertive Discipline, used in most other Paradise Valley elementary schools.

We would like to invite you to come to a short training program which will enhance your selectability as a substitute teacher in our four schools. It has been our experience that substitute teachers who have background knowledge in this program have felt like their management skills have improved at all schools. This voluntary training will be offered on Thursday, September 17 from 4:00 p.m. to 5:00 p.m. in the Media Center at Larkspur School. We encourage all interested substitute teachers to attend, even those who have already had experience or training. This will aid in the discussion and sharing of information. Also at this time, printed literature will be distributed and refreshments will be served.

We would appreciate your response on the form below. If you have any additional questions, feel free to call us at any of our schools. We hope to see you there and we are looking forward to establishing an outstanding pool of substitutes for our schools.

MAKE YOUR DAY SUBSTITUTE TRAINING SESSION
THURSDAY, SEPTEMBER 17, 1992
RESPONSE FORM

NAME _____

ADDRESS _____ PHONE _____

() I have substituted in a MYD school and feel I have a good working knowledge of the MYD program. I will be at the training.

() I do not feel I have a good working knowledge of the MYD program. I will be at the training.

RETURN TO SUBSTITUTE COORDINATOR