

Tips On How to Email Your Teacher

1. First check the teacher's website/Classroom/Canvas for answers to your questions.

2. Be formal in your email.

- Use spell check, write in complete sentences, and use capital letters and appropriate language for addressing an adult
- No text language or shortcuts
- Use “please” and “thank you”

3. Only use your school Office 365 email account.

- **This is how teachers communicate with students.**

4. Include a meaningful subject line.

5. Always use a greeting.

- “Dear Mr./Mrs./Ms. Last Name”
- Spell your teacher’s name correctly

6. Clearly and completely state the reason why you are emailing.

- List specific assignment title
- Say what the problem is
- Ask for clarification first before assuming an error has been made

7. If you are emailing with a problem, suggest a solution.

8. Sign it with your full name, first and last and class period.

9. Reread and proofread what you have written before you hit “Send”.

- Spellcheck
- Be polite, concise, and clear

10. Allow adequate time for a reply.

- 24 hour window for replies
- Be sure to check your email for a response

Sample student email template to use when inquiring about a grade:

To: kwilliams@murrieta.k12.ca.us

From: 965000000@mvusd.org

Subject: Incomplete Assignment

Dear Mr. Williams,

My name is Joe Valdez in your 4th period class. I noticed on Canvas (Aeries) that the assignment 3.2 pg. 123 #1-20 from September 1st has a score of 10 out of 20 I think this might be a mistake since I showed you the work in class.

Can I please show you my work again tomorrow? Or if possible, could you please email me and tell me what I did wrong so that I can get full credit next time?

Thank you for your time, Joe

Valdez - 4th period