

How to email your teacher: TIPS

1. Don't use email for something that can wait and be addressed in person

2. Be formal

- 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. Use an email account with a formal name, if possible

4. Include a meaningful subject line

5. Always use a greeting

- "Dear Mr./Mrs./Ms. Last Name"
- Spell your teacher's name correctly

6. Briefly 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

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

Dear Mr./Mrs./Ms. XYZ,

My name is ABC and I'm in your #th period class. I noticed on Aeries I have a questions about a score/incorrect score/low score/missing score for assignment/test/quiz "LMNOP" on 00/00/00.

Can I please come by before school, at school, after school, or during PAW to discuss this? Or if possible, could you please look into it and email me any information?

Thank you for your time,

Student First Name Last Name