

Dear \_\_\_\_\_,

This letter is to inform you that a parent of \_\_\_\_\_ is being activated to military duty and will be/has been deployed. I / We wish to make you aware of this so that as educators and care givers to my/our child, you can be aware of the possible changes that may occur.

During this time there will be phases of Pre-Deployment, Deployment & Separation, and then Reunion. I / We hope that through communication and scheduling that these transitions can be made. If there should be some problems, such as changes in behavior, problems with grades, increased sadness or anger, please contact us.

I /We also wish to set up a way that the deployed parent would be able to communicate with the educators / care givers if such a need arises.

Thank you for you support in such trying times, I / We know that together my/our children will have a good support network. Enclosed please find a copy of “How to prepare our children and stay involved in their education during deployment....” for further reference.

Sincerely,

Encl. 1