



Task Title: Write a Note to a Teacher

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will write a note to the teacher, explaining why their child will be absent.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Task Title: WriteNoteToTeacher_I_B2.1

Learner Information

Parents are often required to write notes to teachers.

Work Sheet

Task 1: Choose one of the following note-writing tasks. Circle or highlight your choice. If doing this task online, write your choice under Answer.

- **Tell the teacher about an upcoming dentist appointment that will require your child to leave school early on a particular day.**
- **Tell the teacher that your child will be absent for an extended period of time due to an illness in the family.**
- **Ask for a meeting with the teacher because your child is having difficulty in a particular subject.**

Answer:

Task 2: List two or three things you should include in your note to the teacher.

Answer:

Task 3: Using the topic you selected, write a note to the teacher. Your note should be two to three sentences long.

Answer:

Task Title: WriteNoteToTeacher_I_B2.1

Answers

Answers will vary. The learner may choose to include their name, their child's name, date and time of absence or request for meeting, reason for absence or meeting, etc.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	demonstrates a limited understanding of sequence			
	uses sentence structure, upper and lower case and basic punctuation			
	uses highly familiar vocabulary			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
