

Ms. Meghann Murray  
*Quincy High School*  
*100 Coddington St.*  
*Quincy, MA 02169*  
*617-376-3355*

Dear Parent/Guardian,

I am very excited to have your child in my **Marine Science** class this year. Unfortunately, there is only a short amount of time to get to know my students, so I would like to ask for your help.

In a million words or less, **please tell me about your child**. You may write anything you wish and there is no length requirement (write as little or as much as you would like). This assignment will count as a **homework grade**, so please help your child get off to a good start!

I want my students to achieve their fullest potential and I look forward to working with you in this endeavor. The best way to get in touch with me is through **email** ([meghannmurray@quincypublicschools.com](mailto:meghannmurray@quincypublicschools.com)). If you have any questions or concerns, please do not hesitate to contact me.

Looking forward to a great school year!

Regards,

Ms. Meghann Murray  
Science Teacher  
Room A423  
[meghannmurray@quincypublicschools.com](mailto:meghannmurray@quincypublicschools.com)