How to write a proper email to your high school teacher using the IB Learner Profile:



**Be a Communicator:** Practice self-sufficiency and make a solid first impression by emailing your teacher yourself, rather than having your parent handle it. Take the reigns of your education into your own hands and start speaking for yourself. You might be asking your teacher for a letter of recommendation one day. Show her you can communicate on your own behalf. (Recommendations usually require that teachers talk about your initiative, leadership skills, and maturity, not just your grades.)

**1. Be Principled and Reflective:** Remember, you *earn* grades. Teachers don’t *give* them. If you email your teacher about a grade, take responsibility. It is better to ask to schedule a time to learn more about how you *earned* the grade than to ask, “*Why did you give me this grade?”* **(See SAMPLE email below.)**

**2. Be Respectful:** Emailing your teacher is not like texting a friend.Be sure to use a proper greeting and closing.

Start with: *Dear Mr. or Ms…*   
Close with: *Sincerely, (your full name—first and last—and your class period)*

**3. Be Balanced:** Teachers eat and sleep and have families too, so keep in mind they might not be checking email late at night or early in the morning.

**4. Be Deliberate:** Review your email carefully before hitting send. Make sure there are no errors. If you send an email through Edline, be sure to include your personal email to allow for a response.

**5. Be Mindful:** We all make mistakes, and occasionally inputting errors. If you are sure you completed an assignment, but you did not receive credit in Edline, see your teacher in person after class and show her the assignment and the grade you earned. (To do this, you need to hold on to your work throughout the course.)

**6. Be Engaged:** If you get a response from your teacher, send a reply: “*Thank you for your response.”*

**7. Be Accountable:** Unless your teacher has specifically told you otherwise, your assignments are due at the beginning of class, not after class, and not by the end of the day, or by midnight. Honor your deadlines. Even if you attach your document, be sure to print a copy for your teacher and deliver it in person.

*Dear Ms. Mauer,*

*I would like to make an appointment to meet with you to discuss my To Kill A Mockingbird essay. I worked really hard on it and I would like to understand how I could do better next time. I have a math make-up test after school tomorrow. Are you free at lunch one day this week?*

*I also noticed on Edline I have a “0” for the quiz on chapter three. I recall taking that quiz. I will bring my graded paper in to show you.*

*Thank you for your time.*

*Sincerely,*

*Katherine Gosling (Period 1)   
KateGosling@gmail.com*