First Contact at Your Clinical School:
Email Examples, Research on School Sites, and Helpful Tips

Please note*: these examples are intended to guide students through their clinical communications. It is STRONGLY RECOMMENDED that students follow these examples as closely as possible.*

Initial Contact Email: *this digital form of communication will most likely be your first contact with your new clinical placement and school administrator who will guide you on this initial experience. Make sure you are professional in your wording and tone. Proofread your email before sending.*

Dear _____,

My name is _____. I am a student at UNC Charlotte's College of Education and I have registered for _____ (*school*) through the online registration process for my clinical requirements this semester. I am contacting you to determine a good time to visit. The courses I am taking this semester require me to complete ___ hours of observation over the period of several weeks.

In addition to these hours, I am required to complete *(insert any specific course requirements you are aware of, e.g., teaching a lesson, working with small groups, etc. If you don't know your clinical requirements yet, just skip this section.).*

Please let me know when I may begin my clinical experience at your school. Also, please let me know of any policies that may exist for visitors at your school so that I may follow protocol. Thank you for your time and assistance as I continue in my growth as a future educator.

Sincerely,

Name
Phone number
UNC Charlotte Email

Digital Contact After Initial Visit: *You should send a quick "Thank You" email after your first visit to the both the point person handling your placement and the teacher(s) you are working with. Copying each is fine. Here's an example:*

Dear _____,

I wanted to say thank you for your help and hospitality today! Visiting your school was a very informative learning opportunity. I look forward to our next visit on *(enter date of next visit or ask to schedule the next visit.).*

Thank you,

Name
Phone Number
UNC Charlotte Email

Final Email Contact: *Your final contact with the school should highlight the experiences you had there with some specific mentions of really impactful experiences you had and people that really made a difference. Here's an example:*

Dear _____,

I wanted to take a moment and thank you one last time for my clinical experience at *(name of school)*. Being able to interact with the students and staff has allowed me to see first hand how rewarding a career in education can be! Among the activities I found to be most helpful were *(BRIEFLY describe one or two of the activities you did which were most impactful for you and your learning, and explain WHY these activities were helpful).*

Your guidance throughout this process is greatly appreciated. I look forward to keeping in touch as I begin my career.

Thank you!

Name
Phone
UNC Charlotte Email

Be patient in contacting the school personnel*: Give yourself ample time to make contact as it can take some time. It might take up to 2 weeks to get hold of a principal, cooperating teacher, depending on the time of year, etc. If you have not been able to make contact after 2 weeks, follow up with a second email. Wait 2-3 days from the second email and if no response, follow up with a phone call to the school to inquire. You should be polite and present yourself in a PROFESSIONAL manner. Always make sure to THANK your cooperating teacher and your initial point of contact. Remember, when you complete your program, these people will be influential in assisting you with finding a job.*

Do some research before going to the school*: Always take time to find some information about the school you have selected to visit. Often the school website will have valuable information on demographics, courses, and events. Visit your teacher's webpage, that way you can see who they are, what courses they are teaching, etc. [The NC Department of Public Instruction State Report Card](#) site also has information on the school's performance ratings and test scores.*

Some basic things to do BEFORE you arrive at the school site might include:

- *Finding the school's website online; familiarize yourself with basic information about the school, including:*
    - *Demographic information about the school population*
    - *The number of teachers at the school (i.e., is this a big school? Small school?)*
    - *The overall academic performance for students at this school (this might be found on the NC DPI website noted above.)*
- *Checking the driving distance to the school and calculating your travel time, including 15 minutes of extra time to ensure a punctual arrival.*
- *Making sure you have the contact name and information for who to ask for in the main office when you arrive.*
- *Making sure you have your ID with you so that you may receive a visitor's name badge.*