Dear Grandparent or Penpal,

 Thank you for agreeing to correspond with your grandchild or 4th grade friend during our *Grandletters* project. *Grandletters* provides each student with not only a “real” reason to write; it also supports communication with a family member or new friend through letter writing. The students will be sending their first letter to you about a week after Labor Day. If you could respond with a letter to them following the arrival of their letter to you, that would be great.

 The information in the packet in this letter gives you the theme for each letter you will be writing to each student. The students will be writing to you about these same topics each time as well. We are going to begin this program now when the students are in 4th grade with 5 letters; and then in 5th grade, the students will continue with the last 5 letters to you on the themes listed in this packet. The students will be bringing your letters to class where we will file them away. At the end of 5th grade, each student will make a scrapbook of copies of the letters they wrote to you, letters you wrote to them, and anything else you send them (i.e. photos, notes, drawings…). Along with the letter you send them, there are many suggestions in this packet of things you could send to your grandchild/penpal. You do not need to do any of these suggestions, or you may do them all! It is up to you. Some grandparents/penpals in the past have sent pictures from their childhood to go along with some of the themes; the students absolutely treasure these pictures and place them in their scrapbook they can keep and hand down to their children. This exchange of ideas and reflections will be a treasured keepsake for each child.

 Thank you again for participating in the *Grandletters* program. We ask that you respond to each letter that is sent to you in a week or two after receiving your letter. The students are very anxious to receive a response. Again, the students will be writing 5 letters in 4th grade and 5 letters in 5th grade and will want to receive 5 letters this year and 5 letters next year. *Grandletters* culminate at the end of 5th grade with a Grandparent/PenPal reception following 5th grade Promotion in May 2014. The students will send you invitations as the time nears for the celebration to occur.

 This is one of the most meaningful educational projects that the students will participate in while at O’Loughlin. In an age where almost all communication is digital or sent in an email or text, students learn how to share information via a written letter and “WAIT” for a reply. It is so fun to see how excited they are to receive mail! If you have any questions, please do not hesitate to call O’Loughlin School at 785-623-8713 or email us at sherl@usd489.com or lkarlin@usd489.com

 Thank you so much for your participation,

 Sonya Herl and Leslie Karlin

 4th Grade Teachers, O’Loughlin School