

OALCF Task Cover Sheet

Task Title: Write a Note to Teacher

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment___ Apprenticeship___ Secondary School___ Post Secondary___ Independence ✓	
Task Description: In this task set a learner is asked to write a note to the teacher, explaining why their child will be absent.	
Competency: B: Communicate Ideas and Information	Task Group(s): B2: Write continuous text
Level Indicators: B2.1: Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Paper• Pen/pencil	



Task Title: Write a Note to Teacher

Task Description:

Learner Instructions:

Task 1: Parents are often required to write notes to the teacher for many reasons.

Choose one of the following note-writing tasks:

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

Task Title: Write a Note to Teacher

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B2.1:	<ul style="list-style-type: none">Writes simple texts to request, remind or inform			
	<ul style="list-style-type: none">Conveys simple ideas and factual information			
	<ul style="list-style-type: none">Demonstrates a limited understanding of sequence			
	<ul style="list-style-type: none">Uses sentence structure, upper and lower case and basic punctuation			
	<ul style="list-style-type: none">Uses highly familiar vocabulary			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature