

To Whom It May Concern,

I am happy to write this letter of recommendation for Ruth Canji. Ms. Canji taught my daughter's third grade class at Orrington Elementary School in Evanston at the beginning of this school year after my daughter's teacher went on extended leave.

My concern with having a long-term substitute so close to the beginning of the school year was that my daughter would lose out on significant instruction and classroom continuity, but Ms. Canji hit the ground running. I was so impressed at how competent and dedicated Ms. Canji was in taking over teaching responsibilities for the classroom. She went above and beyond the role of a substitute in learning the curriculum and understanding and getting to know her students. The children did not miss a beat. She worked with the other third grade teachers and district personnel to make sure the kids were following the curriculum and didn't get left behind. She also was aware of respecting the style and habits of the teacher on leave so the children would have an easy transition when the teacher returned. She created a wonderfully warm and caring environment in the classroom. My daughter still hugs Ms. Canji when she sees her in the hallway!

Ms. Canji's communication with us as parents was also outstanding. I have never been better informed of classroom activities. Each week she sent home a detailed letter of what they were doing in the classroom, which sparked many conversations with my daughter. She met with me on several occasions about my daughter's progress and discussed areas with which my daughter needed additional help. She updated me via email on my daughter's progress. This was invaluable in making sure my daughter got the help she needed and I am so grateful for it.

Ms. Canji worked hard with the teacher when she returned to create a smooth transition for the children. I spoke with several parents of children in the classroom who had initially been concerned with starting the school year with a long-term substitute but for all of us it quickly became clear how competent, dedicated and professional Ms. Canji is. Any school would be lucky to have her!

Please feel free to contact me if you have any questions.

Sincerely,

Dana Caspall