

Class Teacher Statement for Yearbook: Google Form setup

Create a new Google Form from this sheet (Google Forms cannot import a document), then share it as a template. From Rethink Yearbooks. Free for any school, whichever company makes your yearbook. rethinkyearbooks.com/resources

Form title and description

Title: Class Teacher Statement for Yearbook, [school name] [year]

Description: A short reflection on your class's year, printed in every copy of the yearbook. Participation is optional. Please submit by [deadline].

Questions

1. Teacher name as you want it printed (required, short answer). Help text: for example Ms. Rivera, Mr. Okafor, Mx. Lee, or a first name.

2. Class name exactly as it appears on the yearbook pages (required, dropdown or short answer). List your classes so the statement lands on the right page.

3. Your class statement (required, paragraph). Prompt: Reflect on the shared experiences, growth and moments that defined your class this year. Put the length limit in the question, for example "Please keep it under [limit] characters."

Turn on response validation for the length limit (Maximum character count).

Send this note to teachers

Add your deadline and form link, then paste it into an email or the staff newsletter.

Class teacher statement for the yearbook

As we wrap up the school year, we invite classroom teachers to contribute a short class statement for the yearbook.

This statement is an opportunity to reflect on the shared experiences, growth and moments that defined your class this year: a snapshot students and families will look back on for years to come.

Class teacher statements are printed in every copy of the yearbook and help bring context and meaning beyond photos alone.

Participation is optional. If you'd like to submit a statement, please complete the form by [deadline]: [link]

Collecting them, step by step

- Copy the form. Add your school name and year.
- Set a length limit that fits the space you have left on each class page, and say it in the question.

- Ask for the teacher's name as they want it printed (Ms. / Mr. / Mx. / first name) and the class name exactly as it appears on your pages.
- Set a deadline before your photo deadline, so statements are in before page building starts.
- Send the note above, from whoever teachers are most used to hearing from.
- Send one short reminder a week before the deadline, then ask through the office for anyone still missing.
- Proofread each statement and check the teacher's name spelling against the staff list.
- Decide in advance what a class without a statement gets, such as a larger photo, so the page does not look as if something is missing.