

Class: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Period: \_\_\_\_\_

Dear Parent or Guardian:

This letter is to inform you that \_\_\_\_\_ is performing unsatisfactorily in the following area(s) by:

\_\_\_\_\_ failing to complete classroom assignments

\_\_\_\_\_ failing to complete missed class work or tests

\_\_\_\_\_ scoring low test grades

\_\_\_\_\_ disrupting class by continually talking

\_\_\_\_\_ breaking school policy against sleeping in class

\_\_\_\_\_ having excessive tardies or absences

\_\_\_\_\_ other means (explanation) -

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Please provide assistance in correcting this problem or contact the school to arrange a conference with me.

Teacher: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_

This letter must be signed and returned by \_\_\_\_\_