

Date: _____

To the Parents/Guardian of: _____:

_____ is in danger of failing _____ with
teacher _____. The following areas need improvement:

- _____ test and quiz scores
- _____ homework
- _____ oral participation
- _____ overall effort
- _____ attendance
- _____ tardies (unexcused)
- _____ class preparation (bringing materials to class)
- _____ writing (including grammar)
- _____ vocabulary (including spelling)
- _____ reading (oral and comprehension)

If you have any questions, please contact me through the Grade
Level Coordinator (GLC): (909) 594-1333.

Thank you.

Sincerely.