

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

Dear Parent or Guardian:

This letter is to inform you that \_\_\_\_\_  
is working below expectations in the following areas:

- Reading Level
- Mathematics Level
- Academic Subject Grades

Other indicators that your child may be retained:

- Attendance
- Grade Point Average

I encourage you to talk to the appropriate teachers about what your child can do to improve his/her progress. Later in the year a decision will be made about the best grade level placement for your child.

Sincerely,

Principal