

Date: _____

Dear Parent or Guardian:

We have evaluated the progress of _____ during the Extended School Year Program. Based on this evaluation and previous records, we have determined the placement which best meets the needs of your child.

Your child is being:

- Promoted to the next grade level.
- Promoted and will be placed in an intensive remediation program.
- Retained in last year's grade level.

Your continued interest and cooperation are greatly appreciated.

Sincerely,

Classroom Teacher

Principal