

STUDENT ACADEMIC PROGRESS REPORT

Student's Name _____ Date _____

Grade _____ Teacher _____ Building _____

Dear _____,

The teachers are anxious to help students in their classes to do the best work of which they are capable. Therefore, it is with a sincere desire to encourage better work that I am sending you this academic progress letter, so that you are aware that _____ is not making satisfactory progress.

Perhaps the following reasons will help you to better understand why _____ is having difficulty in his/her academic progress:

- _____ Grade Level work is too difficult for him/her
- _____ Doesn't pay attention
- _____ Wastes time
- _____ Seems to lack desire to improve
- _____ Doesn't turn in written work
- _____ Seems overtired and sleepy much of the time
- _____ Doesn't return homework
- _____ Disturbs others

Other reasons:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

I feel that a conference at this time is necessary. Perhaps together we can find ways to help your child. I have tentatively set _____ at _____ for a conference. If this time is not convenient, please call me at _____ to make arrangements for another appointment. If this appointment is satisfactory, please sign the teachers copy of this letter and return with your child to the teacher.

Sincerely,

Teacher

FORM A

White Copy - CA-60
Yellow Copy - Teacher
Pink Copy - Parent

Date

Dear _____

The first semester has been completed, and _____ work indicates that s/he is not working at grade level. I am concerned and I know that you share this concern with me.

As your child's principal teacher, I am very anxious to help him/her do the best work s/he is capable of doing. It is with a genuine desire to encourage better work that I am calling your attention to the continued unsatisfactory performance of your child. I want to alert you to several specific problems while there is still time for improvement:

- _____ Grade level work is too difficult for him/her
- _____ Wastes time
- _____ Doesn't pay attention
- _____ Doesn't finish work on time
- _____ Seems uninterested in improving
- _____ Seems over-tired much of the time
- _____ Other

I feel that a conference at this time can be very helpful. Can you meet with the building principal and myself to discuss further corrective action that can be taken to help your child progress satisfactorily? A conference has been set for _____. If you can not come, please call the office so that more suitable arrangements for a meeting can be made. I am sure you want to help your child in every way you can, and I look forward to meeting with you.

Sincerely,

Teacher

FORM B
White Copy - CA-60
Yellow Copy - Teacher
Pink Copy - Parent

Phone

PLEASE SIGN THE TEACHER'S COPY OF THIS FORM AND RETURN TO YOUR CHILD'S TEACHER.

Date

Dear _____

As you understand from our earlier correspondence and conversations, your child's academic progress indicates that s/he may not be ready for promotion at the end of the year due to unsatisfactory progress.

The decision whether _____ will be promoted or given additional time at his/her same grade level, will be made by May 15th. I invite you to call the office to arrange a conference with me prior to May 1st. Please call the office to let me know when you wish to meet.

Sincerely,

Teacher

Phone

FORM C

White Copy - CA-60

Yellow Copy - Teacher

Pink Copy - Parent

Date

Dear _____

During the closing days of the school year, an important decision about each child's most suitable learning placement for the fall term must be made.

From our correspondence and conferences you are aware that _____ has not progressed the way we had hoped. We feel s/he will benefit by spending additional time for growth and skill development in grade _____. Continued emphasis on the learning skills s/he needs will continue in the fall.

We have discussed this decision, and feel sure that you will agree it will be best for your child. If you have a problem with this decision, or do not agree with it, please call me at once - by May 25th at the very latest - so that we can arrange to discuss it further.

If as a result of our discussion you are not satisfied with our recommendations, you may appeal to the Assistant Superintendent's office in writing or by phone within ten (10) days of the date of this letter. The address is _____ and the phone number is _____.

Thank you for your cooperation during the school year.

Sincerely,

Principal

Teacher

Phone

PLEASE SIGN THE TEACHER'S COPY OF THIS FORM AND RETURN TO YOUR CHILD'S TEACHER.

FORM D

- White Copy - CA-60
- Yellow Copy - Teacher
- Pink Copy - Parent

Date

Dear _____

During the closing days of the school year, an important decision about each child's most suitable learning placement for the fall term must be made.

From our correspondence and conferences you are aware that _____ has not progressed the way we had hoped. However, we believe s/he will benefit more, however, by being promoted to the _____ grade. Continued emphasis on the learning skills s/he needs will continue in the fall.

We have discussed this decision and feel sure that you will agree it will be best for your child. If you have a problem with this decision, or do not agree with it, please call me at once by May 25th at the very latest - so that we can arrange to discuss it further.

If as a result of our discussion you are not satisfied with our recommendations, you may appeal to the Assistant Superintendent's office either in writing or by phone within ten (10) days of the date of this letter. The address is _____ and the phone number is _____.

Thank you for your cooperation.

Sincerely,

Principal

Teacher

Phone

PLEASE SIGN THE TEACHER'S COPY OF THIS FORM AND RETURN TO YOUR CHILD'S TEACHER.

FORM E

White Copy - CA-60

Yellow Copy - Teacher

Pink Copy - Parent