

Notice to Parent/Guardian Regarding Consideration of Nonpromotion

[Insert School Letterhead]

Date _____

Dear _____,
(Parent/Guardian)

After reviewing _____'s progress, we are concerned with his/her lack of academic achievement this school year. We are notifying you now in hope that by working together we can help your child make sufficient progress. However, at this point your child is performing below acceptable standards for promotion and if this continues promotion may not occur.

We are inviting you to a conference to discuss our concerns about your child's performance in the following areas:

Please contact me as soon as possible to make an appointment. I look forward to our working together to address these issues and make decisions in the best interest of your child.

Respectfully,

Teacher

Principal

Review/Revised: 01/31/05