



PARENT/GUARDIAN NOTIFICATION LETTER

DATE:

Dear Parent/Guardian of _____, (Student's Name)

The purpose of this communication is to inform you that I am presently experiencing some problems with your child. I would greatly appreciate your cooperation in working with me, to take corrective measures to eliminate the problems.

The attitudes and habits listed below are important elements that are definitely essential in order to maintain stability within the classroom. Furthermore, they must be corrected in order for your child to develop his/her maximum potential.

Please observe the items below, which represents the areas in which we're experiencing difficulties:

AREAS OF CONCERN

- | | |
|--|--|
| <input type="checkbox"/> Disturbs others | <input type="checkbox"/> Excessive talking |
| <input type="checkbox"/> Lack of effort | <input type="checkbox"/> Inattentive |
| <input type="checkbox"/> Excessive tardiness | <input type="checkbox"/> Bad attitude |
| <input type="checkbox"/> Disrespectful to teacher/staff | <input type="checkbox"/> Disrespectful to classmate(s) |
| <input type="checkbox"/> Poorly prepared for class | <input type="checkbox"/> Problems with classmates |
| <input type="checkbox"/> Incomplete work/late work | <input type="checkbox"/> Not cooperating with requests |
| <input type="checkbox"/> Using profanity | <input type="checkbox"/> Sleeping in the class |
| <input type="checkbox"/> Chewing gum | <input type="checkbox"/> Cell phone use in class |
| <input type="checkbox"/> Emotional Outbursts | <input type="checkbox"/> I'm requesting a conference |
| <input type="checkbox"/> Low scores (Quiz, Class work) | <input type="checkbox"/> Inappropriate behavior |
| <input type="checkbox"/> Is failing at this time | <input type="checkbox"/> Aggressive behavior |
| <input type="checkbox"/> Standing or walking about
without permission | <input type="checkbox"/> Questionable behavior |

Any Additional Comments:

If you have any questions, feel free to contact me.

CONTACT DETAILS