

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

215-AR-1-FORM. LACK OF PROGRESS LETTER

Date

Dear _____

We are very concerned about the lack of progress of _____ during the first two (2) grading periods of the _____ school year. We are concerned that unless a significant improvement occurs, your child may be recommended for retention at his/her present grade level for the _____ school year.

With this in mind, we would encourage you to help your child improve in school. At the end of the present grading period, or earlier if you desire, we will have a conference with you concerning your child's progress. By that date it is hoped that through our combined efforts, your child will show strong signs of improvement in classroom work.

Please let us hear from you immediately if you have any questions concerning your child's progress.

Sincerely,

Teacher

Principal