



## LETTER OF ACADEMIC CONCERN

Date: \_\_\_\_\_

Dear \_\_\_\_\_

At this time in the school year, it becomes necessary to notify parents/guardians of the implications of their child's school performance. This letter is to inform you that your child, \_\_\_\_\_'s academic performance thus far has been unsatisfactory.

Continued poor performance may result in repeating this grade level next year. It is essential that you become actively involved in working with \_\_\_\_\_'s teacher(s) in order to assist in the development of a plan that will hopefully bring about academic success.

The poor performance areas are indicated below by a check mark:

\_\_\_\_ Reading  
\_\_\_\_ Mathematics  
\_\_\_\_ Science

\_\_\_\_ Language Arts  
\_\_\_\_ Social Studies  
\_\_\_\_ Other (\_\_\_\_\_)

At this point, a parent/teacher conference is needed, and in the best interest of your child, one is advised. Please feel free to contact the school by letter, in person or telephone ( \_\_\_\_\_ ) in order to arrange a conference.

Sincerely,

\_\_\_\_\_, Teacher

\_\_\_\_\_, Principal

\_\_\_\_\_, School