Dear Parent or Guardian of ____________________:

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

The attitudes and habits listed below are important elements that have a significant affect on the success of a classroom. I have checked the areas that are making it difficult for your child to be successful and reach his/her potential in my class:

**AREAS OF CONCERN**

- Excessive talking
- Disturbing others
- Lack of effort
- Inattentive
- Disrespectful to others
- Bad attitude
- Excessive tardies
- Excessive absences
- Not prepared for class
- Does not complete work on time
- Incomplete assignments
- Missing assignments
- Low grades
- Sleeps in class
- Excessive detentions

At this time ________________ has an average of _______.

If you have any questions, please contact me at school. My planning period is _____. If you would like a personal conference, please contact the counseling office for arrangements at XXX-XXXX. I appreciate your help in seeing that ________________ is successful in English II.

Sincerely,