

January 26, 2004

Dear parents/Guardian of \_\_\_\_\_,

I discussed with you at conference time that a Personal Education Plan (PEP) was being developed to address your child's academic needs. At this time, I am still concerned about your child's academic performance in \_\_\_\_reading and/or \_\_\_\_\_mathematics. His/her academic performance must improve if she/he is to meet the standards and be promoted to the next grade level.

As you may recall, the PEP describes what needs to be done by you, your child, and me to help your child master grade-level skills and objectives. I will continue to work with your child to improve his/her academic skills and I am asking that you continue to support your child at home.

If you would like to discuss your child's academic performance, please contact me at school. I would be happy to set up an appointment. Please sign and date the bottom section of this letter and return it to school tomorrow. Also review the PEP copy, sign it and return. You may keep the extra copy at home for your reference.

Sincerely,

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I have read this letter and understand that my child's academic performance needs to improve.

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Print student's full name

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Parent Signature

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Date

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