

(Copy on School Letterhead)

Dear Parents:

This letter is to inform you that after \_\_\_\_\_ weeks of the term,  
\_\_\_\_\_ has approximately a(n) \_\_\_\_\_ grade. Your  
student in my class is missing \_\_\_\_\_ assignments.

The citizenship grade at this point is about a(n) \_\_\_\_\_. Some areas where your  
student needs to improve are:

\_\_\_ Following Directions

\_\_\_ Not Talking

\_\_\_ Bringing Needed Items  
to Class

\_\_\_ Respecting Others and their  
Rights

\_\_\_ Not Writing on Books,  
Desks, Walls, etc.

\_\_\_ Coming to Class on Time

\_\_\_ Not Bringing non-School  
Items to Class

**OTHER COMMENTS:**

\_\_\_\_\_ DOING GREAT

\_\_\_\_\_ SHOWING IMPROVEMENT-

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PLEASE SIGN AND RETURN

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
FACS Teacher's Signature

\_\_\_\_\_  
Date