

Woodridge Local School District

POSSIBLE RETENTION OR ASSIGNMENT

Date _____

Dear Parents or Guardian of _____

Our records indicate that your child has been achieving below grade level expectations this school year. This lack of progress may result in a retention or an unearned promotion (assignment) at the end of the school year unless progress is made in the following areas:

It is hoped that your child will be able to attain these goals. Your support and help is appreciated.

A conference is necessary so that we can work together to help your child succeed.

A copy of this letter will be placed in your child's permanent record file for future reference. Please sign and fill out the form below and return it so that we know that you have received this notification.

Sincerely yours,

Principal

Teacher

I have received this notice of concern and understand that there is a possibility of retention or assignment.

_____ Yes I will come in for a conference. The best day and time is _____.

_____ No, I am not available for a conference.

_____ I can't come to school but will have a telephone conference.

Student's Name

Parent's Signature/Date

PLEASE SIGN AND RETURN FORM TO SCHOOL