

Woodridge Local School District

NOTICE OF ASSIGNMENT

Date _____

Your child has made some progress this school year but the progress rate has been very slow. it is our recommendation that your child be placed in _____ grade for the next school year.

We have arrived at this conclusion for the following reasons:

Your understanding and cooperation in this matter is extremely important to your child and to us. 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,

Principal

I have received this *Notice of Assignment* and I am aware of its content.

_____ 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