

From the Desk of Mrs. H. Arceneaux
8th Grade Science, Hudson Middle School

Monday, February 13, 2017

Dear Parent or Guardian of _____,

This letter is to inform you that your student is at risk of failing his/her science class. This is the end of the 4th grading cycle. The cycle ends this Friday, February 17th. Your student has a number of missing and/or incomplete assignments. I want to make sure that we are doing everything possible to ensure that your student passes.

Please see the attached progress report for the breakdown of your student's grade. Tutorials will be held this week on Tuesday and Thursday before and after school.

Have your student bring the report with them to tutorials. So that we can help them pinpoint which assignments are missing.

If you have any question and/or concerns please do not hesitate to contact me by email or district phone number.

Please sign below stating that you have read and understand the contents of this letter.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Thank you for your time,

Mrs. H. Arceneaux