

# Pembroke Middle School

*Home of the Warriors*

*Dear Parent(s):*

I am writing to inform you that I am having some academic and behavioral problems with your child. I would greatly appreciate your cooperation in working with me to resolve these issues.

In order to keep the class productive and calm, it is essential that each child in my classroom avoid certain routines and behaviors. I've checked the problem areas for your child below. Your child must improve in these areas to develop his/her full potential.

- \_\_\_\_\_ Lack of effort
- \_\_\_\_\_ Lack of attention/participation
- \_\_\_\_\_ Incomplete or late assignments
- \_\_\_\_\_ Missing assignments
- \_\_\_\_\_ Poor test scores
- \_\_\_\_\_ Excessive talking
- \_\_\_\_\_ Disrespectfulness to me and others
- \_\_\_\_\_ Excessive detentions/suspensions

I would like to meet with you as soon as possible to discuss these problems and how we can help your child resolve them.

Sincerely,