

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,