(On School Letterhead)

SAMPLE OF A RETENTION WARNING LETTER

Date _____

(Parent or Guardian's Name and Address)

_____
_____
_____

RE: _____
Student Name and Current Grade Level

Dear _____,

There is a possibility that your son/daughter _____ will not be
(Name)
promoted at the end of the ____ - ___ school year if his/her school work and/or proficiency test scores do not meet or exceed local and state requirements.

Respectfully,

(Signature of Teacher)

(Printed Name of Teacher)

(Signature of Principal)

(Printed Name of Principal)

****
Please sign below and return to your child's teacher:

_____ _____
Signature of Parent or Guardian Date

Please let your child's teacher know if a conference is desired. ___ Yes ____ No

[Adoption Date: August 6, 1991]

Revised: March 17, 1999
April 17, 2002