Dear ______________________________,

_________________________ is presently failing your class with a ______ average. We are concerned about his or her progress. We are asking you to help us get him or her to the level where he or she can excel. Please respond to this letter in a timely manner so that we can monitor his or her activities closer and provide parents with the necessary information such as **poor study habits, poor test scores, failure to turn in assignments, etc.** Please indicate if extra help is available before or after school.

Thanks,
Coach Tinker

**Extra Help (Available):**

**Days (Available)**

Before School:  Yes or No  M  T  W  TH  F

Afterschool:  Yes or No  M  T  W  TH  F

Teacher Signature:

Parent Signature: