October 15, 2010

Dear Parent and/or Guardians,

During the last two weeks of parent conferences, I gave out progress reports with grades missing. I updated all assignments that were turned in during the conferences. Attached is your child’s progress report. Please look over the report and the detailed information sheet. Please sign one copy of the report labeled with Parent Signature and have your student return it to me on Monday, October 18, 2010.

At your request, I can reschedule conference for you and your student. I can call you for a phone conference. If you are aware of your child’s progress and are NOT requesting a conference, please indicate by checking the space below.

\_\_\_\_\_ I prefer to have a phone conference

Phone number to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ I understand my child’s progress report and I am NOT requesting a conference at this time.

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Sincerely,

Chandalin Champlin

6th Grade