April 15, 2009

The Parents or Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hello:

This is Paul Burkhard, the Technology Teacher at Highland High School. I am writing to tell you about your student’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class and what will be required of your student to pass my class over the next 4-5 weeks of the semester.

Currently, your student has a grade of \_\_\_\_\_\_\_\_ percent for a \_\_\_\_\_\_ in my class and is missing the following assignments:

I have met with your student to inform them of their grade situation and we have agreed to take the following steps to bring up their grade:

The above steps will be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If your student’s grade has not improved by that time, I will be in touch again, so that we can make further arrangements.

If you have any questions, please feel free to call me at Highland High School, 1-970-834-2816.

Sincerely-

Paul Burkhard

Technology Instructor

Highland High School