Dear ___________________________________________

Parent/Guardian Name

Your child ___________________________ attending _______________________________
Child’s Name school, grade and/or subject
has demonstrated progress in:___________________________________________________
___________________________________________________________________________
___________________________________________________________________________

However, s/he has demonstrated a lack of progress according to District and State standards in the following areas.

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<tr>
<th>Area</th>
<th>Observation</th>
<th>Assessment Measures</th>
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As your child’s teacher, I would like to meet with you to discuss your child’s progress in his/her educational program. I would like to work with you to develop a joint plan to assist your child in meeting his/her greatest potential. We must complete this conference by May 10, so please call at your earliest convenience.

Please contact _______________________________ at _______________________________
  Teacher name Teacher phone #
between ____________ and ___________.
  Time AM/PM

I look forward to meeting with you and discussing your child’s placement for next year.

Sincerely,

____________________________________________________      ____________________
  Teacher (s)            Date

IKE-E4 - Sample Parent Letter 6-5-13 (Recoded)  
IKE-E4  
Revised: 6/5/13