

**Sample Parent Letter
Progress Meeting**

(Adjust for school individuality – i.e. school logo)

Dear _____
Parent/Guardian Name

Your child _____ attending _____
Child's Name school, grade and/or subject

has demonstrated progress in: _____

However, they have demonstrated a lack of progress according to District and State standards in the following areas.

Area	Observation	Assessment Measures
_____	_____	_____
_____	_____	_____
_____	_____	_____

As your child's teacher, I would like to meet with you to discuss your child's progress in their educational program. I would like to work with you to develop a joint plan to assist your child in meeting their 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