

REPORT TO PARENTS

Date _____

To the Parents of _____

We are having difficulties in class, which are keeping me from effectively teaching and your child from learning. The reason is checked below.

- _____ 1. Not being ready to work with proper books, paper, and pencil.
- _____ 2. Talking to others while working on a lesson.
- _____ 3. Playing with objects rather than doing the work.
- _____ 4. Being out of seat without permission.
- _____ 5. Not finishing work in allotted time (not paying attention to the task at hand).
- _____ 6. Homework missing three days in succession.
- _____ 7. Needs to practice at home on the following:

Teacher comments: _____

Please return a note acknowledging your receipt of this report.

Your help in this matter will be appreciated. If you have any questions concerning this matter, please feel free to call _____ to arrange an appointment. I would welcome the opportunity to discuss with you the problems I am having with your child in my classroom at that time.

Principal/Assistant Principal

Teacher, Elementary School