

Sample Credit-at-Risk Letter to Parents

Bluewater District Secondary School
125 Georgian Street
Bruce-Grey County, ON
N4L 1A5

_____, 2004

Dear: _____:

I am writing to express my concern that _____ is at risk of not earning a credit in _____ . When a student is experiencing difficulty meeting the expectations of a course it is important to communicate that to parents and guardians. I would like to take this opportunity to outline the issue(s) and invite your input about possible interventions that may be taken at school and/or at home to improve your child's achievement.

When a student is experiencing difficulty meeting course expectations, it may be due to weak academic skills and/or weak learning skills. Your child is experiencing difficulty with:

Learning Skills

- Independent Work
 - in-class work completion
 - maintaining focus on task

- Working as a team member
 - Getting along with peers
 - Allowing others to work

- Organization
 - Maintaining a notebook
 - Meeting deadlines
 - Organizing larger assessments

- Work Habits
 - Bringing required materials to class
 - Working at the required pace

Academic Skills

- Knowledge and Understanding
 - Difficulty understanding course content
 - Prior knowledge required

- Thinking and Inquiry
 - Research Skills
 - Following directions

- Communication
 - Reading skills
 - Writing skills
 - Oral communication skills

- Application of Knowledge and Skills

Homework Completion (The following assessments have not been handed in: _____)

- Taking Initiative
 - Asking questions when necessary
 - Accepting descriptive feedback

Other concerns: _____

In order to address these issues, I invite you to contact me between _____ and _____ at (519) _____. If I am unable to come to the phone, please leave a message for me indicating the telephone number and the time you would be available to receive a return call.

Sincerely,

Teacher