

## UNDERACHIEVEMENT

## Report Concerning Student's Underachievement

Student \_\_\_\_\_ Grade \_\_\_\_\_ Marking Period Ends \_\_\_\_\_

Subject \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents:

As your child's teacher, I am becoming concerned about a situation that is beginning to develop and that could have serious effects upon your child's school career if not handled soon. Therefore, I am sending you this report in the hope that, acting as a team, we may help your child's academic progress.

\_\_\_\_\_ appears to be working at a level well *under* that which he/she could be. Based upon previous tests, written work, and personal observation, I believe that your child could be producing much better work than he/she is currently producing. I am sure you know that this could lead to poor grades and a lack of valuable skills on the part of your child should this trend continue.

I have checked below some of the actions your son/daughter might take in order to improve this situation. If you have any questions, or if you believe that a conference with all concerned parties might be helpful, please call me at the school to arrange a meeting.

- \_\_\_\_\_ be more attentive in class
- \_\_\_\_\_ be more cooperative in class
- \_\_\_\_\_ come prepared for class (bring books, pencil, etc.)
- \_\_\_\_\_ listen and follow directions carefully
- \_\_\_\_\_ participate more actively in class
- \_\_\_\_\_ learn to take notes in class
- \_\_\_\_\_ learn to accept criticism and evaluation
- \_\_\_\_\_ do the assigned work regularly (homework, classwork, etc.)
- \_\_\_\_\_ find out about and make up assignments after absences
- \_\_\_\_\_ try to improve the quality of assignments
- \_\_\_\_\_ study more diligently for tests and quizzes
- \_\_\_\_\_ respect the rights of others
- \_\_\_\_\_ come for extra help when needed
- \_\_\_\_\_ other:

Working together, we can help your child do the work he/she is capable of doing and bring his/her level of progress up where it should be.

Please sign this report and return it to me via your child. If you have any comments, please use the back of this report. Thank you for your understanding and cooperation.

Signature of Parent/Guardian \_\_\_\_\_  
Date \_\_\_\_\_

*SPECIAL NOTE: "If only I had known" is a common cry in education. This report not only informs the parent of the underachiever, but also enlists support and gives specific direction for improvement.*