

## Notification of Retention

Dear \_\_\_\_\_

We would like to bring to your immediate attention that \_\_\_\_\_ is in poor academic standing after completing the first semester of school. Substantial improvement must be made during the second semester or failure is probable. We urge you to arrange a conference with your child's teacher immediately at a time convenient for you. Hopefully, corrective measures can be taken to enable your child to make improvement and avoid retention. Conferences may be arranged during the teacher's planning time, before, or after school. Please check the time and fill in the date that is most convenient for you and return this form to the school.

Sincerely,

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

Please check and fill in date

\_\_\_\_\_ 7:45 – 8:15 a.m. \_\_\_\_\_  
Date

\_\_\_\_\_ Planning \_\_\_\_\_  
Date

\_\_\_\_\_ 2:45 – 3:15 p.m. \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature