

Windham Junior/Senior High School

Risk of Failing Notice

Date: \_\_\_\_\_

Dear Parent/Guardian:

In the interest of your child, \_\_\_\_\_, we feel that you should know that his/her work in the following class, \_\_\_\_\_, is not progressing at this time. Attached is your child's current progress report in this class. The apparent causes are:

- \_\_\_\_\_ Fails to cooperate
- \_\_\_\_\_ Late turning in work
- \_\_\_\_\_ Failure to do homework
- \_\_\_\_\_ Failure to use time wisely
- \_\_\_\_\_ Current average in this class
- \_\_\_\_\_ Working below grade level
- \_\_\_\_\_ Poor attendance (Classes missed: \_\_\_\_\_)
- \_\_\_\_\_ Inattentive (Tardies: \_\_\_\_\_)
- \_\_\_\_\_ Problem behavior
- \_\_\_\_\_ Low test grades
- \_\_\_\_\_ Sleeping in class
- \_\_\_\_\_ Forgetting books/supplies/materials for class

Other reasons or remarks:

---

---

---

We hope by making you aware of this situation that you will assist us in encouraging your child to put forth more effort in his/her academics. If you would like to make an appointment to speak with your child's teacher, please check here and include a number where you can be reached.

I would like to set up an appointment. Please contact me at: \_\_\_\_\_.

Signature of Parent: \_\_\_\_\_

**Please return this form with your signature indicating that you have received this form and are aware of this problem.**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_