

Phone:
Fax:

Date: _____
Month / Date / Year

Dear Parent of _____,

I am writing this letter to let you know that your child recently has done poorly in my class. I am concerned that your child might fail this class if his/her learning does not improve.

I am indicating specific problems that your child has:

- | | | |
|------------------------|------------------------------|--------------------------------------|
| 1. Grades declining | 2. Incomplete class work | 3. Sleeping in class |
| 4. Poor writing skills | 5. Incomplete homework | 6. Disrupting class |
| 7. Poor reading skills | 8. Doesn't follow directions | 9. Does not work well in groups |
| 10. Poor math skills | | 11. Does not work well independently |
| 12. Poor study skills | 13. Tardiness | |
| 14. Slow rate of work | 15. Cutting class | 16. Poor grade in all subjects |
| 17. Other: | | |

Please let me know if you have any questions. I am more than happy to meet and talk with you about your child's learning. Let's work together to help your child become successful in school.

Sincerely,

Request for Meeting with Parents from teacher:

Date: _____ Time: _____
Month / Date / Year

Parent, please check a box below or indicate a meeting time of your preference:

- I will attend the meeting
 I will not be able to attend the meeting on the above date and prefer to meet on:

Date: _____ Time: _____
Month / Date / Year

电话:
传真:

日期: _____
月 / 日 / 年

亲爱的 _____ 同学的家长,

我写这封信是想通知您, 您子女最近在上課期間表現欠佳。如果您子女的表現沒有改善的話, 我擔心他/她這門課程將無法及格。

您子女上課期間出現的問題是:

- | | | |
|--------------|--------------|----------------|
| 1. 成績下滑 | 2. 未完成課堂作業 | 3. 上課期間睡覺 |
| 4. 寫作能力欠佳 | 5. 未完成家庭作業 | 6. 擾亂課堂紀律 |
| 7. 閱讀能力欠佳 | 8. 不聽從教師指令 | 9. 不能與小組其他成員合作 |
| 10. 數學能力欠佳 | 11. 獨立學習能力欠佳 | 12. 學習技能欠佳 |
| 13. 遲到 | 14. 學習效率過低 | 15. 逃課 |
| 16. 各科課程成績欠佳 | 17. 其它: | |

如果您有任何疑問, 請告訴我。 我將很樂意與您會面並討論您子女的問題。 讓我們一起努力, 幫助您子女獲得學業上的成功。

此致,

教師要求與家長會面:

日期: _____ 時間: _____
月 / 日 / 年

家長, 請您選擇並在方框中打勾; 您可以注明自己选择的会面日期与时间:

- 我将于以上日期、时间前来与您会面
 我无法于以上日期、时间前来与您会面; 我想选择以下会谈日期与时间:

日期: _____ 時間: _____
月 / 日 / 年