

Date: _____

To the Parents/Guardians of: _____

This letter is to inform you that your child _____
has not met the School District of Philadelphia's promotion requirements.

After reviewing your child's academic progress this year, it has been determined that
he/she is performing below grade level expectations for promotion.

Therefore, his/her grade level for next year will remain the same at this school.

Sincerely,

Teacher Signature

Principal Signature