

Dear Parent or Guardian,

I hope this email finds you well. I was hoping you would be willing and able to discuss Patricia's progress thus far in my Grade 9 science class.

She participates positively a lot in class and group discussions, and at the start of the class she showed a lot of potential, but as of recent it seems that her work in my class has decreased. Upon examination, it seems as though Patricia may be struggling to understand the key concepts that we've covered in class. Several assignments of hers have been submitted late or incomplete.

There are so many factors that affect how students perform in class, such as academic workload, extracurriculars, part-time jobs, personal things, etc. I'm not sure which of these are most relevant to Patricia's situation, but whatever the case I want to help support her in any way that I can. I don't just want to help her catch up, but I also want to help her become more confident in the subject matter and in my classroom to build a strong foundation for her future education.

If we could schedule a brief meeting or phone call to discuss how we move forward that would be wonderful as I would love to discuss strategies and ideas for how we can best support Patricia's needs collectively. Whether that looks like additional help sessions for her or something else.

Overall, I'm not deeply concerned. I have no doubt that we can collaboratively work towards improvement. Let me know what you think whenever you get a chance, I'd love to

hear from you. I hope we can work together to help support Patricia in their learning as best we can.

Cheers!

Andrew Kroon & Tori Ross

School Name

Contact Info