

Date:
To: Parent/Guardian of
Student Name:
Grade:

Dear Parent/Guardian,

This letter is to inform you that your child, , has been placed on academic probation for the current grading period. Academic probation is assigned when a student's academic performance does not meet the school's minimum requirements.

We encourage you to work with your child and communicate with their teachers or counselors to support improvement. Resources and interventions are available to help your child succeed academically.

If you have any questions or would like to discuss your child's academic status, please contact us at your earliest convenience.

Sincerely,
School Administrator
School Name:
Contact Information: