



## MID-QUARTER REPORT

Date \_\_\_\_\_

QUARTER 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

Dear Parents:

This report is to notify you that \_\_\_\_\_  
(Student's name)  
is making unsatisfactory progress in the following area(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This mid-quarter report is sent approximately 4 ½ weeks before our standards based report is released.

Parents, we are enlisting your support and assistance in helping your child master the subject matter before the end of the quarter standards based report is released.

\_\_\_\_\_ A conference is needed. Please contact the appropriate office for an appointment at your convenience.

\_\_\_\_\_ A conference is needed at this time, and I will contact you by phone.

\_\_\_\_\_ A conference is NOT needed now as we have just talked recently.

\_\_\_\_\_  
Classroom Teacher

\_\_\_\_\_  
Principal

NOTE: Parent/Guardian: Please sign and return to your child's teacher within one week.

Parent/Guardian Signature \_\_\_\_\_