



Little Red School House & Elisabeth Irwin High School

I Am Concerned Note

Dear XXXParentGuardianXXX,

I am the XXXSubjectXXX teacher for XXXStudentXX and am concerned about your child for the following reason(s) :

1. Homework has not been submitted regularly and on time recently.
 The quality of homework has suffered recently.
 The following assignments are owed and should be redone:

Comments:

2. Your child had difficulty on our most recent quiz.
 Your child had difficulty on our most recent test.
 Your child needs to see me to schedule a make-up quiz/test

Comments:

3. I would like to talk to you about your child's behavior/class participation.

Comments:

4. Your child has been late/absent recently. Please remember to send a note with your child when he/she returns to school after an absence.
 Your child has been late to school _____ times in the last two weeks. It is important that he/she arrive at school on time.

Comments:

5. Your child is in jeopardy of not passing this class.

Comments:

Please call me so that we can discuss these concerns. My phone extension is _____. The best times to reach me at school are:

So that we can best support your child, I'm also sending this to XXXhisXherXXX homeroom teacher, advisor, dean, and the principal.

Sincerely,
XXXNameXXX



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Homework Notification Email

Subject: Homework Notification

[DELETE: Send email to the student's parents, advisory folder, advisor, homeroom teacher, and dean.]

Dear XXXXXX:

I'm writing to let you know that XXXXXXstudentXXXXXX has a XXXXXXmissingORincompleteXXXXXX homework assignment.

I've also attached a copy of the missing/incomplete homework form that I sent to XXXXXXhisORherXXXXXXX homeroom teacher, advisor, and dean. Please feel free to contact me if you have any questions about this.

Thanks.

XXXXXXYourNameXXXXXX

Date assignment was due:

Description of the assignment:

If applicable, please indicate where or how necessary materials or handouts may be obtained:

If the student completed the assignment unsatisfactorily please describe what was missing/incomplete:

Check one of the following:

This assignment cannot be completed

This assignment needs to be completed by:

To be printed out and logged by the student's homeroom teacher.

===To be signed by referring teacher and advisor and returned to the homeroom teacher ===

This incomplete/missing assignment has been made up

Teacher signature:

Date:

Advisor Signature:

Date



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Behavioral Incident Email

Message

Subject: Incident Today

[DELETE: *Send email to the student's parents, advisory folder, advisor, homeroom teacher, and dean.*

Advisor should discuss with student.]

Dear XXX:

I'm writing this to let you know about an incident that took place today. So that we can best support XXXXXX, I'm also sending this to XXXhisXherXXX homeroom teacher, advisor, and dean.

Today,

After the incident, we talked and I

Please feel free to contact me if you have any questions about this incident.

Thanks.

XXXXXXYourNameXXXXXX



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6. Next time I'm in a similar situation, I could try to:

A.

B.

C.

7. In reflecting on my actions, I believe that the community value I did not follow was:

8. We have this norm/expectation because:

9. Two things I can do that will help me follow this norm/expectation in the future are:

A.

B.

----- This section to be completed by the classroom teacher -----

Additional Information/Follow-Up

I have discussed this incident with my child

Parent Name

Signature

Date

The teacher should make a copy of this form for the student's advisor and complete a Behavioral Incident Notification Form (to be sent to the student's advisory folder, advisor, and homeroom teacher) that references this sheet

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