Dear Parents of ________________________________,

Report cards will be issued on ______________________. In the meantime, this report is being issued to indicate your child’s current academic progress.

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Progress/ Effort key
O = Outstanding
S = Satisfactory
N = Needs Improvement

Ways to Improve Key:
1. Pay attention in class
2. Use classroom time wisely
3. Follow directions
4. Study for tests
5. Make up missing assignments
6. Complete homework
7. Read nightly
8. Follow school & class rules
9. Attendance ___ Absences ___ Tardies

A careful check of your child’s work will further inform you of his/her progress. If you have any questions, or desire a conference, please contact me. Please sign and return this report with your child. Thank you.

Teacher’s Signature: _____________________________

Comments: ______________________________________

________________________________________________

Parent/ Guardian Signature: __________________________

Comments: ______________________________________

WHITE: Parent—return signed copy to school  YELLOW: Parent Copy  Pink: School Copy  9/06