



Wesley Chapel High School
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813.794.8700 Fax: 813.794.8791

Carin Nettles, Principal

Shelley Carrino
Assistant Principal

Danielle Castro
Assistant Principal

Tim Light
Assistant Principal

Marcy Maxwell
Assistant Principal

[Insert Date]

To the parent/guardian(s) of: **[Insert Student Name]**

The end of the first semester is approaching and unfortunately I must inform you that your child is in danger of receiving a failing grade for the first semester in **[insert class name]**. Attached you will find a progress report that reflects your child's grades in this class.

It is important that this failing grade be raised to receive a 0.5 credit for the first semester. Failure to improve the grade will result in the "F" remaining on the permanent transcript and your child's grade point average being permanently lowered. This also can greatly impact the status of graduation.

I am more than willing to assist students in meeting the course requirements. I am available for tutoring both before and after school on most days. We also offer tutoring through the Student Learning Center. Please contact me for additional information concerning options that are available. You may email me at **[insert email address]** or phone me at (813) 794-8700 or (352) 524-8700. I want to do everything possible to help your child succeed in **[insert class name here]**.

I am asking that you please confirm that you have received this notification by emailing, phoning, or returning the signed progress report. I appreciate your help in trying to get your **[daughter/son]** back on track.

Sincerely,

Teacher Name

Subject {Example: Mathematics Teacher}