

**STUDENT RETENTION LETTER  
PARENT NOTIFICATION**

Date: \_\_\_\_\_

Dear Parent:

Please be informed that your child, \_\_\_\_\_, will be retained in the \_\_\_\_\_ grade for the next school year.

The Gore Elementary/Upper Elementary School faculty feel that students must pass at least five (5) of their subjects in order to satisfactorily complete the correct requirements for promotion. Your child's grades reflect a lack of fundamentals that are essential in your child's continuing education.

Several steps to warn your child and several opportunities to help your child were made available. Free tutoring before and after school was available and tutoring sessions with specific teachers was offered.

If you would like a conference to discuss your child's retention, or if you have any suggestions to improve your child's academic status, please contact me for a conference before \_\_\_\_\_(date). The telephone number is \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Principal