

[School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip]

Dear [Parent/Guardian Name],

I hope this message finds you well. We are pleased to share your child's report card for the [Grade/Class] for the [Term/Quarter] ending [Date]. This report provides an overview of [Child's Name]'s academic progress and personal development.

**\*\*Student Information:\*\***

- Name: [Child's Name]

- Grade: [Grade/Class]

- Teacher: [Teacher's Name]

**\*\*Academic Performance:\*\***

- Subject: [Subject Name]

- Grade: [Letter/Percentage Grade]

- Comments: [Brief comments about performance and improvement areas]

- Subject: [Subject Name]

- Grade: [Letter/Percentage Grade]

- Comments: [Brief comments about performance and improvement areas]

**\*\*Behavior and Participation:\*\***

[Comments on student's behavior, participation in class, and social skills.]

**\*\*Attendance:\*\***

- Total Days Absent: [Number]

- Total Days Present: [Number]

**\*\*Goals for Next Term:\*\***

[Outline specific goals for the student to work on in the next term.]

We appreciate your support and encourage you to continue discussing your child's progress and goals at home. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your partnership in your child's education!

Warm regards,

[Teacher's Name]

[Position]

[School Name]

[Contact Information]