

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Progress Report for [Student's Name]

I hope this letter finds you well. We are writing to provide you with an update on [Student's Name]'s academic progress during this term at [School Name].

****Student Information:****

- Name: [Student's Name]

- Grade: [Grade Level]

- Homeroom Teacher: [Teacher's Name]

****Academic Performance:****

1. ****Subject:**** [Subject 1]

- Progress: [Brief Description of Performance]

- Areas of Strength: [Strengths Identified]

- Areas for Improvement: [Improvements Needed]

2. ****Subject:**** [Subject 2]

- Progress: [Brief Description of Performance]

- Areas of Strength: [Strengths Identified]

- Areas for Improvement: [Improvements Needed]

3. ****Subject:**** [Subject 3]

- Progress: [Brief Description of Performance]

- Areas of Strength: [Strengths Identified]

- Areas for Improvement: [Improvements Needed]

****Attendance:****

[Student's Name] has attended school [Number of Days/Classes Attended] out of [Total Number of Days/Classes]. Regular attendance is crucial for academic success.

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

[Comments on student's behavior, participation in class, and social interactions with peers.]

****Next Steps:****

We encourage you to [Recommendations for how to support the student at home or in the community].

Please feel free to reach out if you have any questions or concerns. We value your partnership in supporting [Student's Name]'s education.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]