

Dear John Smith,

I am a student teacher for Mr. Burnett, and I have Mark in my class. I am e-mailing you because you had some questions about Mark's progress in class. First, I would encourage you to connect to Parent-Connect if you haven't already so that you can see Mark's grades/progress throughout the semester. As far as his grades are concerned now, I'd have to say that the small homework assignments are hurting him the most. I am not sure if you have a print-out of his grades on each assignment, but there have been multiple instances where he simply did not do the work and talked in class instead. When I approached him and asked him to start working, he said that he would complete the tasks at home. Since he did not complete them, I was forced to give him a zero on the assignments which, when they are added up, brings his grades pretty low.

Mark is a good kid and I enjoy having him in class. He has a very good personality, but I fear that his grades will continue to suffer if he does not complete the assignments that he is supposed to. Coming up, we have a test tomorrow worth 50 points, and his chapter 23 notes with the short biographies are due at the same time and are worth 25 points total. Thursday we will have a map of Europe due that he will have to turn in, and the chapter 24 notes and test on Wednesday the 24th (worth 120 points total). If he does well on all of those things, his grades will improve drastically.

It has been nice communicating with you. If you have any more questions, please feel free to contact me at cbarnes@lths.org.

Mr. Barnes