June 25, 2015

Dear Parents/Guardian of [Redacted]

This letter is to inform you that your child is performing below the minimum academic standard in both English and Math for promotion to the next grade level. Based upon reviewing unsatisfactory academic progress, it is the grade team's recommendation that [Redacted] will be retained in Grade 7 for the 2015-16 school year.

In considering the lack of progress and success that [Redacted] has had at SMSA, we feel that it would be in [Redacted]'s best interest to consider enrolling her in another school. Transfer paperwork has been enclosed for your convenience.

If you need any further information or assistance, please do not hesitate to contact us.

Sincerely,

[Redacted]

Principal

[Redacted]

Assistant Principal

Discipline

Respect

Responsibility

Dedication