# Academic Warning Letter

**Purpose:** This letter is to formally notify the student and their guardian(s) regarding ongoing academic performance issues and to outline necessary steps for improvement.

**Student Name:** {studentName}

**Student ID:** {studentId}

**Grade Level:** {gradeLevel}

**School Term:** {schoolTerm}

**Date:** {date}

## Academic Performance Concern

Dear {studentName} and Guardian(s),

We are writing to inform you that based on the recent academic performance evaluation, **{studentName}** is currently not meeting the academic expectations in one or more subjects during the **{schoolTerm}** term.

The following subjects have been identified with performance concerns:

{#subjects}

* **{subjectName}:** Current Grade - {grade}; Teacher's Comment - *{comment}*

{/subjects}

## Areas of Concern

{#concerns}

* {description}

{/concerns}

## Recommended Actions

We recommend the following steps to help improve {studentName}'s academic performance:

{#recommendations}

1. {action}

{/recommendations}

## Academic Support Opportunities

Please consider enrolling {studentName} in the following academic support programs or sessions:

{#supportPrograms}

* **{programName}:** {programDetails}

{/supportPrograms}

{#parentMeetingRequired}

## Parent-Teacher Meeting

We request your presence at a parent-teacher conference to discuss {studentName}'s progress in detail.

**Meeting Date:** {meetingDate}

**Time:** {meetingTime}

**Location:** {meetingLocation}

{/parentMeetingRequired}

## Consequences of Continued Poor Performance

Please be advised that lack of timely improvement can result in the following consequences:

{#consequences}

* {consequence}

{/consequences}

## Acknowledgment

We ask that both the student and guardian(s) acknowledge receipt of this letter and the outlined concerns.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship** | **Signature** | **Date** |
| {#acknowledgments}{name} | {relationship} | {signature} | {ackDate}{/acknowledgments} |

Thank you for your attention to this matter. We are committed to supporting {studentName}'s academic success and appreciate your cooperation.

**Sincerely,**

**{schoolStaffName}**  
*{schoolStaffTitle}*  
{schoolName}