

Performance/Behavior Memo

Dear _____;

This is to let you know that our child _____ is having problems at school and I have been notified by _____ of the following concerns:
(Name of School Official)

- _____ A drop in academic performance
- _____ Behavioral problems such as _____
- _____ No or incomplete homework turned in for the following subjects:

- _____ Problems with school mates such as _____
- _____ Needs tutoring in _____

There are also challenges at home which are:

To help our child, I would like to work as a team. May I suggest the following:

- _____ To meet and discuss this in more detail. The following are days and times that I could meet: _____
- _____ Both of us try: _____
- _____ I will use these consequences/incentives to work on these problems

Please join me in this effort to help our child. I respect your comments and suggestions.

Signed _____

Dated _____