

Academic Advising Parent Contact Sheet

		One	Two	Three	Four
Name	Date	Academic Advising Term: Quarter			

Fill in the chart with your grades

Hour	Class Name	Grade	Missing Work
1			
2			
3			
4			
5			
6			
7			

Send an email

1. Email Your Parents or Guardian,

Include...

A kind greeting

An explanation of why you are sending the email

A list of your grades (you can paste the table above if you want)

A short update of what you are doing/studying in each class.

An explanation of what you plan to do for any grade below a C.

2. Send the email and cc: Academic Advisor and any other teacher with a C or below.