

# Low Grade Note

Thank you for reaching out to inquire about your child's grade. As noted in the gradebook, (student's name) missed the following assignments. Our late policy is: (insert your school policy for making up work).

You'll also notice that (student's name) received low grades on a few projects. All projects are presented with clear learning objectives, and students are provided with a rubric at the start of the project. The rubric lays out expectations for all elements of the project. I've attached the rubrics for you to view.

After conferencing with me about a low grade, students are permitted to make adjustments and resubmit an assignment, my goal is for students to learn and grow, and sometimes that means doing something more than once. I'd encourage (student's name) to schedule a conference time with me this week, so that he/she/they can begin making adjustments to their work.

*Please let me know if you have further questions.*

