To:       Date:
From:       Program:
Re:       Purpose of Communiqué:

1. **KEY QUESTIONS:**

<table>
<thead>
<tr>
<th>Check appropriate description:</th>
<th>Always</th>
<th>Usually</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attends class</td>
<td></td>
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<tr>
<td>Is on time</td>
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<tr>
<td>Comes to class prepared</td>
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<tr>
<td>Completes class assignments</td>
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<tr>
<td>Turns in homework</td>
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<tr>
<td>Follows directions independently</td>
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<tr>
<td>Needs help to complete tasks</td>
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</tbody>
</table>

2. Grades are: Improving ______  Holding________  Slipping__________

3. Current grade is: A_______B_______C _______ D________F__________

4. Behavior: E___________S_________W___________U_____________

5. Strengths:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

6. Areas of concern:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

7. Comments:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature___________________________________________________________

Thank you for your cooperation and information.