

YOUR BUSINESS NAME HERE

YOUR BUSINESS SLOGAN HERE!

ADDRESS * ADDRESS * PHONE NUMBER * WEB ADDRESS

Date_____

**Attached is a progress report, which will be circulated for your student,
_____, on a weekly basis.**

Will you please help by filling in the student's current grade in your class, absences, tests or quiz scores and any assignments that have not been turned in?

Also, comments or information concerning class participation, long-term assignments and attitude would be very helpful.

We have found that direct communication between classroom teachers and our tutors is the most effective way of ensuring valid information concerning assignments and grades. Your effort in supplying this information is greatly appreciated.

Thank-You

**I / We_____ give permission for the
school to release the above information to YOUR BUSINESS NAME HERE.**