

Probation Status Update

Date: [Insert Date]

To: [Parent/Guardian Name]

[Parent/Guardian Address]

Dear [Parent/Guardian Name],

We hope this message finds you well. We are writing to provide you with an update regarding your child, [Child's Name], and their current probation status at [School Name].

As of [Insert Date], [Child's Name] has been placed on probation due to [reason for probation, e.g., academic performance, attendance]. We understand that this may be concerning, and we are committed to providing support to help [Child's Name] improve.

During this probationary period, we will be closely monitoring [Child's Name]'s progress. We recommend the following steps to assist in their improvement:

- Regular meetings with [Child's Name]'s teachers
- Extra tutoring sessions in [subject area]
- Engagement in school activities

Please feel free to reach out to us at [School Phone Number] or [School Email Address] if you have any questions or concerns. We appreciate your cooperation and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]