

Dear Students and Parents,

We are writing to inform you of the updated grading guidelines that will be implemented starting from the upcoming semester. These changes aim to enhance transparency and fairness in our grading process.

Updated Grading Criteria:

- Homework: 30% of final grade
- Quizzes: 20% of final grade
- Midterms: 25% of final grade
- Final Exam: 25% of final grade

Additional Notes:

Students are encouraged to seek clarification on any of the grading components from their respective teachers. We believe that these guidelines will support our commitment to academic excellence.

Thank you for your understanding and support.

Sincerely,

Your School Name
Address
Contact Information