

Academic Performance Improvement Plan

Date: [Insert Date]

To: [Student's Name]

Student ID: [Student ID]

Subject: Academic Performance Improvement Plan

Dear [Student's Name],

We are writing to discuss your current academic performance and the importance of balancing your studies with extracurricular engagement. As we have observed, your grades in [specific subjects] have shown [describe performance]. We believe that a structured improvement plan will help you enhance both your academic and extracurricular experiences.

Action Plan

- **Goal Setting:** Identify specific academic goals to achieve by [insert date].
- **Study Schedule:** Develop a weekly study timetable focusing on [specific subjects or skills].
- **Extracurricular Involvement:** Engage in [list of suggested extracurricular activities] that align with your interests.
- **Regular Check-ins:** Meet with your academic advisor bi-weekly to discuss progress.

Resources Available

We encourage you to utilize available resources such as tutoring services, study groups, and counseling support.

Conclusion

The goal of this plan is to give you a balanced approach to your academics and extracurricular activities, leading to overall growth and improvement. We believe in your potential and are here to support you through this process.

Best regards,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]