

Academic Performance Improvement Plan

Date: [Insert Date]

To: [Student's Name]

From: [Teacher/Counselor's Name]

Subject: Academic Performance Improvement Plan

Dear [Student's Name],

We have observed some challenges in your academic performance and would like to work together to help you improve. The purpose of this letter is to outline an Academic Performance Improvement Plan (APIP) tailored to your needs.

Current Performance

Your recent grades in [specific subjects] indicate that you are struggling to meet the expected standards. The following areas have been identified for improvement:

- [Subject 1] - Current Grade: [Current Grade], Target Grade: [Target Grade]
- [Subject 2] - Current Grade: [Current Grade], Target Grade: [Target Grade]

Goals

The goals we hope to achieve through this plan are:

1. Improve understanding of key concepts in [specific subjects].
2. Raise your grades in [specific subjects] to at least [Target Grade].

Action Steps

To support you in reaching these goals, we recommend the following action steps:

- Attend weekly tutoring sessions on [days/times].
- Complete additional practice assignments in [specific subjects].
- Participate in study groups with classmates.

Progress Monitoring

We will monitor your progress through:

- Monthly check-ins to discuss your progress.
- Periodic assessments to gauge understanding.

Support Resources

In addition to the aforementioned steps, please feel free to reach out to the following resources for additional support:

- [School Counselor's Name] - [Contact Information]
- [Tutoring Center Information]

We believe in your potential and are committed to helping you succeed. Please feel free to reach out if you have any questions or need assistance.

Sincerely,

[Teacher/Counselor's Name]

[Title/Position]

[School Name]