



Student Performance Concerns Form

To be completed by the class teacher.

I am concerned that your son/daughter _____

is not making satisfactory progress in their Year 11/12 Studies for the reason(s) indicated below:

The teacher issuing this letter will include TWO copies. Could you please discuss these issues with your son/daughter and sign and return one of the forms to acknowledge that you have received this letter.

Teacher's Name:	
Unit of Study:	

Signed by Teacher:		/	/
Signed VCE Coordinator:		/	/
Signed by Student:		/	/
Signed by Parent:		/	/

THIS FORM WILL BE RETAINED BY THE TEACHER AND A COPY GIVEN TO THE VCE COORDINATOR