



## Unsatisfactory Grade

Date of notification:	/ /
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Student's Name:	
Unit of Study:	
Coursework:	
Teacher:	

Dear \_\_\_\_\_,

This letter is to inform you that your son/daughter has received an unsatisfactory grade according to our Assessment policy:

*To receive an "S" for a Unit, students must satisfactorily demonstrate achievement of each of the outcomes for that unit as specified in the study design. Achievement of an outcome means that outcomes must receive a minimum of D (50%).*

Your son/daughter will be required to resubmit or resit the task, after working with the teacher to address any difficulties. SAC resits take place on Mondays after school.

Date for re-submission or resit:	/ /
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We have provided TWO COPIES, one for your reference and one to sign and return to the College

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

If you have any questions about the assessment policy, or would like information on how to further support your son/daughter, please do not hesitate to contact us.

**A COPY OF THIS FORM WILL BE GIVEN TO THE VCE COORDINATOR**