***PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11***



810 North Fourth Street, Pawnee, Illinois 62558

**Gary M. Alexander**

Superintendent

Phone: 217-625-2471

 **Timothy R. Kratochvil Jenny L. Mendenhall Steven L. Kirby**

 Jr. High/High School Principal Grade School Principal Athletic Director

 Phone: 217-625-2471 Phone: 217-625-2231 Phone: 217-625-2471

Dear ……………,

I just wanted to make sure that you were aware that\_\_\_\_\_\_\_\_\_\_\_\_ is failing \_\_\_\_\_\_\_\_\_\_\_\_\_ . His/Her current grade is a \_\_\_\_\_\_\_\_\_%. Please check SDS regularly to monitor his/her progress. Grades are updated by the end of the day on Fridays. Students who are failing need to spend more time completing homework and studying for tests. The end of the first quarter is October 19. If you have any questions, please contact me.

Thank you,

Carrie Seiler

Pawnee Junior High Language Arts Teacher.