|  |  |
| --- | --- |
| Characteristics | Criteria |
| Info about child | Name, Grade, Student ID number |
| Info about classes | Subject, what period they have each class, teacher, comments, grade |
| Overall GPA | Display on top of report card, high honor roll, honor roll, or nothing |

|  |  |
| --- | --- |
| Characteristics | Criteria |
| School heading | Logo of school, Address, Phone number, Principal/VP Name |
| Body | Reason for sending home a letter, concerns, examples |
| Signature | Proves authentic |

Report Card:

Letter home to parents: