

Mrs. _____,

I did receive _____'s project and she took her test during class. It is my plan to get the test back to her tomorrow. By the end of the school day tomorrow, she should be all caught up. Her test over the last unit (from Friday) is in the gradebook! She did rather well! It definitely helped her.

In regards to her concern about feeling behind: I know that the other two teachers did not get as far as Mrs. Beyhan. I am teaching just as Mrs. Beyhan would if she were here instead. Some of the other students were feeling that same way, which is why I have spent the last few weeks reviewing what all students should have covered in Spanish 1a. The test that she made up served to help all students be at the same level academically in this class.

During the class period, I walk around as much as possible to asks students if they need help. _____ rarely asks me questions. She tends to be negative whenever I ask her if she needs help. Spanish tends to be difficult for some students and I am trying my best to not make this class difficult for _____. The best help you could offer her at home would be to quiz her periodically over the current vocabulary and grammar we are working on. Right now, we are working on the months, seasons, and weather phrases. Please reference the attached vocabulary and grammar sheet to do so.

Thank you for your time. Please let me know if there is anything else that you need from me to help her further.

Stephanie Hofer

From: _____
Sent: Monday, March 26, 2012 12:04 PM
To: Beyhan Nancy G
Subject: Re: Grade concern for _____ [_____]

Mrs. Hofer,

_____ completed the missing project this weekend and will turn it in today. She should take the test today during class because she has tennis after school and cannot stay after.

_____ 's biggest concern in your class is that her previous spanish class (1st trimester) with _____ was not as far as your class was and so she was behind to begin with. She is struggling a little trying to catch up. If there is anything else I can do to help _____ at home, please let me know.

Mrs. _____

-----Original Message-----

From: Nancy Beyhan
Sent: Mar 23, 2012 11:14 AM
To: _____
Subject: Grade concern for _____ [_____]

To the parent/guardian of _____:

My name is Miss Hofer and I am Mrs. Beyhan's student teacher. I am writing to inform you that _____'s grade is being affected by a missing test worth 66 points and a missing project, worth 30 points. As of 11AM on Friday, March 23rd, neither of these assignments have been made up. I have reminded _____ several times about her project, but she keeps saying she is "working on it." I still want her to turn it in, but she will definitely receive a deduction for it being so late.

Please let me know if you have any questions or suggestions regarding how to help _____
succeed in my classroom. I know that she can do so much better!

Thank you for your time.
Stephanie Hofer