



Dear Parent or Guardian,

Your child has been selected to participate in Menchville High School's *Freshmen Grade Recovery Program*. This is an exciting opportunity for your student to get the chance to recover grades for those core classes in which he/she received a D or an F. The attached letter with your child's report card contains all of the pertinent information about each session, including the ones for which your child is eligible and the dates and times. Transportation will be provided for these after school sessions.

To confirm your child's participation in this opportunity, please do one of the following:

- Email me at Kelly.Smith@nn.k12.va.us with your child's name
- Call me at 886-7722 Ext. 45522 and leave a message with your child's name
- Sign and return the slip below with the appropriate fields filled in

If you have any questions about this program, please don't hesitate to contact me. We look forward to working with your student and helping them get back on track for a strong second semester!

Sincerely,

Kelly McCoig-Smith
Assistant Principal for Instruction
Menchville High School

Excellence in Academics, Activities, and Athletics

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Sign this part of the form and return it to Kelly McCoig-Smith, Assistant Principal for Instruction.

_____ has my permission to participate in
Menchville High School's *Freshmen Grade Recovery Program*.

Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____