

Date: _____

Dear Parent/ Guardian of _____,

Recently your student has performed poorly on a unit test (_____% on the _____ Test) in their _____ course. I would like to offer your child the opportunity to recover some credit for this low grade by enrolling them into a brief lecture through the e2020 software (an alternative on-line teaching tool). If you choose to allow your child to participate, your student will be assigned a unit specific selection from the on-line teaching tool in which they will review the information and then take an assessment on-line. In order for them to be eligible to take the assessment, they will need to provide their set of hand-written notes that they took during the re-taught lectures from the on-line course. The e2020 lecture course may be accessed from home or during the offered "tutoring time" at the high school. The assessment must be taken at school under teacher observation. The original failing grade and the new grade will then be averaged together. Students will have a two-week timeframe to take advantage of this opportunity, which starts on the date of this communication (meaning the on-line assessment needs to be completed by ____/____/____).

If you have any questions or concerns please contact me at 989-427-5175 or at

_____@montabella.com.

Sincerely,