



Duncanville High School Failure Letter Procedures

The following procedures are used to inform students and parents/guardians of students that are in danger of not earning their credits towards graduation:

Counselors run and review the failure report of students each 9 weeks.

Documentation is made for those students that have failing 9 weeks grades.

Counselors send for each student on an individual basis to talk with the student about the classes that they are failing. Attendance is also discussed with the students when needed.

The student's parent/guardian is called during this meeting and informed of the student's failing grade.

The student meeting and parent/guardian contact is documented in Skyward.

The student and parent/guardian are given information about tutoring, attendance issues, and other interventions that are provided for the student.

The student signs and date the failure letter and receives a copy to take home to his/her parent/guardian.

The student's failure letter is emailed to the parent/guardian.

An interpreter is provided when needed.