DDMMYYYY

From: MIDN x/C First M. Last

To: LT (Name), (freshman, sophomore, etc, class advisor)

Subj: MID SEMESTER GRADES

1. The following is a list of all my classes and *estimated or official* (choose one) grades for the fall 2011 mid-semester based on course work completed to date.

|  |  |  |
| --- | --- | --- |
| a. | Class Name | A |
| b. | Class Name | B |
| c. | Class Name | D |
| d. | Class Name | C- |
| e. | Class Name | B |
| f. | Class Name | B+ |

2. My *estimated or official* (choose one) mid-semester GPA/QPA is: x.xx

3. For all grades below a B-, list/describe measures that you are taking to improve the grade.

F. M. LAST