

(Date)

Dear Ms. Crabtree,

I have concerns about (name)'s performance on testing, which could put him at risk of retention. Therefore, I respectfully request that a portfolio of classwork be maintained for him.

In order to make this as simple as possible for you, I have attached a sample Third Grade Portfolio Checklist with Portfolio Instructions that meets the state's portfolio requirements. Other teachers have found it extremely helpful.

Thank you, in advance for your kind cooperation. Please let me know if I can be of assistance to you and if you have any questions. We're looking forward to the rest of the year!

Sincerely,