

Mom or Dad,

This is to inform you that on (date) \_\_\_\_\_

your child (child's name) \_\_\_\_\_

did something extraordinary during class. Your child was seen:

- Distracting the class by \_\_\_\_\_.
- Showing exceptional Christlike behavior.
- Rebelling against the teacher or hitting another child.

I will contact you to discuss what we saw. *Miss Loretta*



**Tear off upper half and give to child's parents, place lower half in Miss Loretta's bin.**

On (date) \_\_\_\_\_ (child's name) \_\_\_\_\_ did something extraordinary during (indicate class) \_\_\_\_\_.

The child was caught:

- Showing exceptional Christlike behavior.
- Rebelling against the teacher or fighting with another child.
- Distracting the class by \_\_\_\_\_

Additional comments (please include information that will be helpful while talking with the parents.)

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(Your name) \_\_\_\_\_

## **EXTRAordinary Report Instructions**

**Attached are copies of EXTRAordinary Report forms to be used to help teachers and leaders communicate with parents any exceptional or inappropriate behavior of their children. These forms are intended to allow me to assist you in addressing negative behavior.**

**I appreciate all you do and know that discussing inappropriate behavior with parents can be intimidating and difficult following class.**

**This can also be used to communicate exceptionally good behavior with parents in a formal way. You are welcome to make the calls to the parents if you would like. But, if you would like me to do it, just place the lower part of the form in my mailbox in the hallway.**

**Thanks again for all you do in ministry,**

**Miss Loretta**

