Dear Parent,

Today your child was disciplined for the following reason(s):

______________________________________________________________________________________

The discipline was:

______________________________________________________________________________________

Way’s you can help at home:

______________________________________________________________________________________

Please note, I only notify you of discipline when it's beyond the normal, every day behavior. This is now considered a problem behavior and I'm asking for your assistance. If you would like to discuss this further, please give me a call.

Thank You!

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