

WARNING LETTER - Non-completion of a Preliminary Course

Dear _____
Name of parent/caregiver

Re: OFFICIAL WARNING - Non-completion of a Preliminary Course

I am writing to advise that your son/daughter _____
student name
is in danger of not meeting the Course Completion Criteria for the Preliminary Course,

course name.

The Board of Studies requires schools to issue students with official warnings in order to give them the opportunity to redeem themselves. Please regard this letter as the _____ (eg 1st, 4th) **official warning** we have issued concerning _____.
course name

A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course.

Course Completion Criteria

Where it is determined that a student has not met the Course Completion Criteria, they place themselves at risk of receiving an 'N' (non-completion of course) determination. An 'N' determination will mean that the course will not be listed on the student's Record of Achievement. It may also mean that the student is unable to proceed to the HSC course as he/she has not satisfactorily completed the Preliminary Course.

To date, _____ has not satisfactorily met _____
student name indicate a), b) or c)
of the Course Completion Criteria*.

The following table lists those tasks, requirements or outcomes not yet completed or achieved, and/or for which a genuine attempt has not been made. In order for

_____ to satisfy Course Completion Criteria,
student name
the following tasks, requirements or outcomes need to be satisfactorily completed:

