

Burnaby South PAC

Building Community

Date: _____

Dear Burnaby South Teaching Staff,

I am the parent of a Grade 12 student currently registered at Burnaby South Secondary School. My child, _____, and I would like to request a report of their progress in your course. These marks are required for post secondary application deadlines in the near future. Thank you for your help in this matter.

Course Name	Comment	Current Mark	Work Habit	Teacher Initial

With sincere thanks,

Parent Name

Parent Signature