Dear \_\_\_(Mom or Dad)\_\_\_\_\_\_,

This week on Tuesday, January 24, I was given the assignment to complete and pass \_\_\_ lessons on Apangea math online, which required me to log Apangea math time at home. This assignment was to be completed by the beginning of class on Friday, January 27 (at 12:10 p.m.).

As of the beginning of class, I completed (\_\_\_\_) lessons and passed (\_\_\_\_) of them for a total of (\_\_\_\_) passed lessons overall. I also completed \_\_\_\_\_ problems during this week, and the average number of problems completed by students in my class was approximately 40.

THE REASON I (completed / did not complete) this responsibility is …\_\_\_\_\_\_\_\_\_\_

(Because I have been irresponsible, I am now on a Phase 1 for progress monitoring. If I do not finish by Monday, I will be on a Phase 2, which means you will have to meet with Mr. L.)

Please help me to be responsible (or congratulate me) by reminding me, punishing me, or offering any other suggestions you might think of so I can avoid getting myself in this difficult situation in the future.

Thank you.

Your loving student,

\_\_\_(your name here)\_\_\_\_