### **How to Use This Family Conversation Template**

### This template is a versatile tool designed to support effective communication between school counselors and families about a student’s progress toward graduation.

### Counselors can use this template during in-person meetings to guide focused conversations, offering a comprehensive overview of academic progress, strengths, and areas for improvement while building collaborative action plans. Alternatively, it can be emailed to families as a detailed progress update, accompanied by an invitation to schedule a follow-up discussion.

### This proactive approach ensures families have a clear understanding of their student’s graduation path and fosters a partnership to address challenges, celebrate successes, and take meaningful next steps together.

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### **[School Name] Graduation Progress Report: [Student Name]**

Dear [Parent/Guardian Name],

We’re excited to share an update on [Student Name]’s progress toward graduation! Our goal is to ensure that every student stays on track and feels supported throughout their high school journey. Below, you’ll find important information about where [Student Name] stands and what we can do together to ensure their success.

#### **Current Progress Overview**

* **GPA**: [Insert GPA]
* **Credits Earned**: [Insert Credits Earned] / [Total Required Credits]
* **Attendance**: [Attendance Rate]
(Note: Inconsistent attendance can impact credit completion and learning—let’s keep an eye on attendance to make sure [Student Name] stays on track!)
* **Course Requirements Met**:
	+ **English**: [Credits Completed] / [Required Credits]
	+ **Math**: [Credits Completed] / [Required Credits]
	+ **Science**: [Credits Completed] / [Required Credits]
	+ **History/Social Studies**: [Credits Completed] / [Required Credits]
	+ **Electives**: [Credits Completed] / [Required Credits]
	+ [Other Subject as Needed]: [Insert Details]
* **Other Graduation Requirements**:
	+ Community Service Hours: [Completed] / [Required] (if applicable)
	+ [Any other school-specific requirements, like a senior project or portfolio]
	+ CTE Pathway section and progress (if applicable)

#### **Graduation Requirements Table**

| **Subject Area** | **Credits Earned** | **Credits Required** | **Status** |
| --- | --- | --- | --- |
| English | [Credits Earned] | [Credits Required] | [Complete/Incomplete] |
| Math | [Credits Earned] | [Credits Required] | [Complete/Incomplete] |
| Science | [Credits Earned] | [Credits Required] | [Complete/Incomplete] |
| History/Social Studies | [Credits Earned] | [Credits Required] | [Complete/Incomplete] |
| Electives | [Credits Earned] | [Credits Required] | [Complete/Incomplete] |
| [Additional Requirement] | [Insert] | [Insert] | [Insert] |

#### **On Track?**

* **☑️ Yes, [Student Name] is on track!**
* **⚠️ [Student Name] is off track in the following areas**:
	+ [Insert Specific Issues: Missing Credits, Low GPA, Attendance, etc.]

[If on track] Keep up the great work! Here are some steps we can take to keep on track!
[If off track] But don’t worry—there are steps we can take to get back on course!

#### **Action Steps for [Student Name]**

Here are some suggestions to help [Student Name] [stay or get back on track] for graduation:

* **[Personalized Action Step 1]**: (e.g., Sign up for after-school tutoring in Math)
* **[Personalized Action Step 2]**: (e.g., Meet with the counselor to review a plan for credit recovery)
* **[Personalized Action Step 3]**: (e.g., Monitor attendance weekly and reach out if any challenges arise)

We’re here to support you! If you have any concerns or questions, please reach out to schedule a meeting with [Counselor Name].

#### **Student Strengths**

We want to recognize the great work [Student Name] has done so far! Here are a few strengths:

* [Student Name] has demonstrated excellent progress in [specific subject or skill], showing strong potential to continue excelling.
* [Student Name] is also actively involved in [extracurricular activities, sports, clubs], which is fantastic!

Let’s keep building on these strengths as we move forward.

#### **Resources for Support**

Here are some additional resources to support [Student Name]'s journey toward graduation:

* **Credit Recovery Programs**: [Insert Details]
* **Tutoring Services**: [Insert Details]
* **Parent/Guardian Resources**: [Insert Details]
* **Attendance Improvement Strategies**: [Insert Details]

#### **Important Upcoming Dates**

Please keep these key dates in mind as we work together toward graduation success:

* [Insert Date] – Parent-Teacher Conferences
* [Insert Date] – Last Day to Enroll in Credit Recovery
* [Insert Date] – End of Semester Exams

#### **How You Can Help at Home**

Here are some simple ways you can support [Student Name] at home:

* Encourage a daily study routine to keep on top of assignments.
* Check in with [Student Name] about any schoolwork challenges.
* Feel free to contact me with any questions or concerns—I’m here to help!

Thank you for partnering with us to support [Student Name]’s graduation goals! Let’s keep the momentum going. We look forward to working with you every step of the way.

Warm regards,
[Counselor Name]
[School Contact Information]