



North East Independent School District

8961 TESORO DRIVE, SUITE 403 – SAN ANTONIO, TEXAS 78217
Phone (210) 407-0184, Fax (210) 805-1281

OFFICE OF
CAREER & TECHNICAL
EDUCATION

Dear Parent or Guardian:

This letter is to advise you that your student, _____, has been put on probation in the _____ Program at _____ High School.

Probation placement has occurred for the following reason(s):

- _____ Dismissal from a work station for “just cause”.
- _____ Uncooperative behavior.
- _____ Frequent absenteeism and/or tardiness.
- _____ Extended unemployment, in excess of 15 consecutive, student will be placed in an unpaid training setting until new employment is obtained.
- _____ Failure to abide by policies, rules, and regulations of the Campus, District, or Employer.
- _____ Academic performance.
- _____ Other: _____

The student will be on probation until _____, at which time your student may be dismissed from the program in accordance with NEISD Administrative Regulation EHB(R) unless the matter has been satisfactorily resolved. A conference to further discuss this matter may be scheduled during the teacher’s designated conference period.

Respectfully,

Career Preparation Teacher/Coordinator
Phone:
Email:

Student Signature Date

Parent/Guardian Signature Date

Cc: Assistant Principal
Counselor