



Warning Letter

Non Completion of Assessment Requirements

MSC KKCC CSSC CSPC

Dear (Parent/Guardian) _____ Date _____

Your son/daughter _____ in Year _____ is in danger of not meeting the assessment requirements for the following subject;

To satisfactorily complete this subject your son/daughter will need to submit the following tasks.

Task Name _____ Original Due Date _____ New Due Date _____

Please contact Mr/s _____
for further information and clarification if required.

Yours Sincerely,

IBDP Coordinator Head of Campus

I have read and discussed the requirements with my son/daughter and understand that my son/daughter risks not completing the subject if requirements are not met.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____