

Sample Conduct Letter for Schools who do not include *Conduct Status* on student report cards.

**** Conduct status for every class is required for each student. ****

School Letter Head with Address and phone number.

Date: January 14, 2019

To whom it may concern,

The following **[Name of School]** student submitted an application to attend the Prefreshman Engineering Program for this summer.

[Name of Student]

[Student School District ID or Texas Student Data System (TSDS) Unique ID.]

As per my observations and discussions with teachers, the student mentioned above has a conduct and behavior that is: *(checkmark only one item below.)*

- Exemplary
- Satisfactory
- Needs Improvement
- Unsatisfactory.

Sincerely,

[Signature of Academic Counselor]

[Printed Name of Academic Counselor]

Academic Counselor or similar title

[Phone Number]

[Email Address]