



Berkeley Technology Academy

2701 Martin Luther King Jr. Way ♦ Berkeley, CA 94703
Office (510) 644-6159 ♦ Fax (510) 644-4597 ♦ bta.berkeleyschools.net

Ms. Debra Clark, Academic Counselor, debraclark@berkeley.net

May 3, 2016

RE: Possible Failure to Meet Graduation Requirements

Dear Parent or Guardian:

BUSD requires 220 credits for graduation. If your student is receiving a grade of "D" or "F" they may fail the class which would jeopardize their ability to graduate for insufficient credits and required courses. Quarter 4 Progress reports will be distributed on Tuesday, May 10, 2016

At this time, teachers will be meeting with their students who are failing to let them know the school work that is needed for academic success. If you have any questions, you may contact the student's teacher directly at the emails listed below.

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|-----|--|-----------------------|
| 1. | aaronward@berkeley.net | Math Dept |
| 2. | philprovost@berkeley.net | RSP/ English Dept |
| 3. | margaretagbowo@berkeley.net | CTE/Economics |
| 4. | dawnwilliams@berkeley.net | Spanish |
| 5. | lamarramal@berkeley.net | Math Dept |
| 6. | sherenerandle@berkeley.net | English Dept |
| 7. | jessesclafani@berkeley.net | Social Studies |
| 8. | williamtinson@berkeley.net | English Dept |
| 9. | nenitadeclcto@berkeley.net | Science Dept |
| 10. | annsperske@berkeley.net | Teacher Librarian/ROP |

If further information is needed feel free to contact me directly at debraclark@berkeley.net or 510-644-4597.

Sincerely,

Ms. Clark, B.S., M.Ed., PPS
Counselor