



To: \_\_\_\_\_

I don't know if you are aware,  
but your behavior  
is making it hard for me  
to teach the class  
and give everyone  
the same attention.

This is the behavior  
I wish to discuss:

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I believe that if we work together,  
we can come up with some solutions.

Please think about this until we talk,  
and let's make this a great year  
for everyone!

I will see you: \_\_\_\_\_

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From: \_\_\_\_\_



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To: \_\_\_\_\_

Something you said / did  
concerns me.

You are not in trouble,  
but I would like to talk  
about what I heard / saw.

This is why I am concerned:

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Come and talk to me. I will see you:

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From: \_\_\_\_\_



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