

## Parent-Teacher Conference

Date: \_\_\_\_\_

Dear Parent/Guardian(s):

It is important that you actively participate in your child's education. An excellent opportunity to do this is to attend parent/teacher conferences throughout the school year. \_\_\_\_\_ (school name) will be hosting parents for conferences with their children's teachers on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). This is an opportunity to speak with your child's teacher(s) and to be provided with updates about his/her progress in school. If you are not available on this date and/or time and would like to reschedule the meeting, please indicate that below. If you have any questions, you may contact:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for supporting the school in providing the best education possible for your child.



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*Please complete this section and return it to the school before the date of the conference.*

Student's name: \_\_\_\_\_

Parent(s)/Guardian Name: \_\_\_\_\_

Phone/e-mail at which you can be connected by the school: \_\_\_\_\_

I will attend the conference on the date and time scheduled

I cannot attend on the date and time indicated above. I would like to reschedule it for:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I require an interpreter Language: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_