

# It's Parent-Teacher Conference Time!

School \_\_\_\_\_

Dear Parents:

I'm looking forward to meeting with you during Parent-Teacher Conferences. Your appointment time and date is noted below. Please confirm the appointment by signing the form and having your child return it to me at school. If you need a different time or date please let me know so that I can reschedule your appointment.

Please arrive for the appointment on time and come prepared with any questions or concerns you may have about your child's progress.

This meeting is very important to your child's education. I'm looking forward to the conference and working with you to ensure your child's success.

Sincerely,

Room # \_\_\_\_\_

PLEASE NOTE THE TIME AND DATE OF YOUR CONFERENCE. PLEASE SIGN AND RETURN TO ME BY \_\_\_\_\_.

To the Parents of: \_\_\_\_\_

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

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

- I will attend the scheduled conference.  
 I cannot attend on this date and/or time.

I would prefer \_\_\_\_\_  
phone number: \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_

Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_

