

Parent / Teacher Conference

Parents and Guardians,

It is time to begin doing Parent / Teacher conferences. Please take the time to fill out the bottom portion of this note with the days and times you will be available to meet with me here **at school**.

Please return this to me as soon as possible so I can begin scheduling these appointments for next week. I will make myself available both before and after school if you need these times to fit into your working schedule.

This visit does take place in the classroom and your child will be in class while you are in the conference however, they will not be participating in the conference. I will be discussing your child's achievements and how they are doing in class at this time. Should you have any concerns or any issues you would like to discuss this is a good time to do so.

I look forward to meeting with you.

Miss Carolann and Staff

Name: _____

Days Available (circle): M T W TH F

Time that is best: _____