

PARENT-TEACHER CONFERENCE NOTIFICATION

Dismissal time for week of _____ during parent-teacher conferences will be at: _____ (Lunch and bus transportation will be provided)

Dear Parent(s):

The parent-teacher conference is an opportunity for you and the teacher to discuss your child's progress and to consider plans for continuing growth during the remainder of the year.

You may wish to discuss the following topics with your child's teacher:

- The academic progress your child has made to date.
- His/her instructional level in academic subjects.
- Whether he/she is working up to his/her ability.
- His/her strengths and weaknesses.
- Any problems he/she may be experiencing.
- His/her sense of responsibility.
- The work habits he/she is developing.
- How he/she gets along with classmates.
- Plans for future growth that should be considered.
- Suggestions for assistance at home for the academic or social areas.

CONFERENCE APPOINTMENT (Keep this portion as your reminder)

The appointment for your conference regarding _____ is _____
Student Name Day
_____ from: _____ to: _____
Date Time Time

Teacher: _____ Room: _____

As a reminder, please:

- ✓ Be prompt. If you are late, your time will be cut short.
- ✓ Limit your conference to the allotted time. Should you feel additional time is needed, you may mutually establish that time with the teacher.
- ✓ Make arrangements for childcare so you may better focus on the conference.
- ✓ Call the office at _____ if you need to cancel the appointment due to an emergency.

Cut along this line

(Return this lower portion to teacher at your earliest convenience)

CONFIRMATION SLIP Teacher: _____ Student: _____

___ Yes, we will attend our conference as scheduled.

___ No, we will not be able to attend our conference at the scheduled time.

Please reschedule a conference on _____ (Date/time).

___ Please have an interpreter available for the meeting. Language: _____

Parent signature: _____ Phone: _____ Date: _____