|  |  |
| --- | --- |
| Contract | Parent Conference Form |

The teaching staff at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ takes this opportunity to invite you to a conference with your child’s teacher. The conference is held at this time to increase your understanding of the progress your child is making.

The date and time below have been reserved for you.

## Conference Reservation

(Please save this section as your reminder)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | at |  | □ | □ |  |
| Student Name |  | Day |  | Date |  | Time | am | pm |  |
|  |  |  |  |  |
| Teacher Name |  | Room |  | Phone |

If you find your scheduled time inconvenient, please indicate below or call the school office to arrange for a different time. Additionally, we would appreciate being notified if you cannot attend your child’s conference.

Written reports will be sent home with all students on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). Interpreters can be provided if requested.

### Please detach here and return this bottom section to the school

\_\_\_ **Yes**, Parents will be able to attend the conference at this time.

\_\_\_ **No**, Parents will not be able to attend the conference at this time.

Please schedule a conference on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date and time).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student’s Name Teacher’s Name

Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check one:

* Please have an interpreter available.
* I am bringing someone who can translate and interpret.
* I do not need any translation/interpretation assistance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  
Parent/Guardian Name Phone Date