



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)

Student Name

Day

Date

at _____
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