

Sign Up for Your Teacher-Parent-Student Conference

Dear Parent/Guardian,

I would like to schedule a conference to meet with you and discuss your child's academic progress. Your child and I look forward to sharing all that we are learning in school. This is an important chance for us to get to know one another and give your child recognition. I hope you can make it.

To help me schedule, please sign up for the most convenient times that you are available. Fill in your 1st, 2nd, and 3rd choices in the appropriate boxes below. (Follow the example in gray below.) I will do my best to accommodate your choices. I will send this schedule back showing the assigned conference date and time for your child.

Thank you for your support. I look forward to meeting you.

Sincerely yours,

_____ Room _____



TIME (_____ minutes)	MONDAY Date _____	TUESDAY Date _____	WEDNESDAY Date _____	THURSDAY Date _____	FRIDAY Date _____
7:30 A.M.	1st—Mrs. Smith				
A.M.					
A.M.					
A.M.					
P.M.					
P.M.					
P.M.					
P.M.					
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