

# Conference Notification Slip



Dear Parents:

I would like to offer you the opportunity to join me for a parent/teacher conference! The purpose of this meeting is to allow me to share your child's standards based progress report and to celebrate the successes he/she is having in the classroom. We will also discuss any social or academic areas that may need more work and support. I believe that cooperation and understanding between home and school is a shared responsibility and is essential for a successful school experience. Please plan to join me at the following time:

Student's Name \_\_\_\_\_

Day of the Week \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Room Number \_\_\_\_\_

Thank you for your prompt attention to this notice! Please sign and return the section on the right to let me know if this selected time works for you. I will do my best to make accommodations as necessary within the confines of my schedule. I look forward to meeting with you soon.

Sincerely,

\_\_\_\_\_ Classroom Teacher

## PLEASE RETURN THIS PORTION

Please indicate areas you would be particularly interested in discussing at our conference.

|   |                    |
|---|--------------------|
| Math                                    | Reading            |
| Writing                                 | Oral Communication |
| Science                                 | Social Studies     |
| Art                                     | World Languages    |
| Library                                 | PE/Fitness/Health  |
| Music                                   | Band/Strings       |
| Work Habits                             | Other: _____       |
| Characteristics of a Successful Learner |                    |

**Student's Name:**

\_\_\_\_\_

**Day of the Week** \_\_\_\_\_

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

**Room Number** \_\_\_\_\_

\_\_\_\_\_

**Parent Signature**

**Phone #** \_\_\_\_\_