

PARENT TEACHER CONFERENCE

Good afternoon!

Thank you for signing up for a Parent Teacher Conference.

You have been scheduled for a conference on _____

_____ at _____. If

this time is inconvenient or you can not meet, please call me

at _____ ext: _____ to reschedule.

During this conference, we will be discussing what your child

has been working on, what they need to focus on and what

we will be learning.

I am looking forward to meeting with you.



Sample Parent Teacher Conference Letter

RJ Alexander



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