

## PREPARING FOR CONFERENCES

## Sample Letter

Dear \_\_\_\_\_,

I look forward to meeting with you on \_\_\_\_\_ to discuss \_\_\_\_\_'s progress in school. As you know, our conference time is limited. In an effort to make conferences as focused, productive, and satisfying as possible, I'm asking all parents to identify in advance those issues that are of greatest interest or concern to them. This will allow me to take your priorities into account as I plan each conference. Please take a few minutes to share your thoughts in the space below. Kindly return the bottom portion of this form by \_\_\_\_\_.

Thank you,

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Student's name: \_\_\_\_\_

Parent(s) or guardian(s) completing this form: \_\_\_\_\_

Who will be attending the conference? \_\_\_\_\_

The areas I/we are most interested in discussing include:

Additional comments or questions: