

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,

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: