

Parent-Teacher Conference Request



Teacher of: _____

I would like to meet with you to discuss my child's progress in this/these areas:

behavior academics test scores other _____

Please write a number 1, 2, or 3 next to your top three preferences.

I will do my best to accommodate one of your top choices.

**STEP
1**

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

Please write a number 1, 2, or 3 next to your top three preferences.

I will do my best to accommodate one of your top choices.

**STEP
2**

_____ My schedule is flexible and I can meet at any time.

_____ Before School

_____ During Teacher Plan Time

_____ After School

Who will attend this conference? _____ X _____

Example: mom and dad

Parent Signature

Received and Responded to by _____

Teacher Signature

_____ Date