

PARENT-TEACHER CONFERENCE REMINDER

Date: _____

To the parent(s) of _____,

Just a reminder that we have a parent-teacher conference scheduled for

_____ at _____ a.m./p.m.

in room number _____. Our conference will run approximately _____ minutes long.

Please contact the school office at (_____)_____ if you are unable to make this scheduled appointment.

I am looking forward to meeting with you and discussing your child's progress.

Your child's teacher,

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