



Parent-Teacher Conference Scheduling Form

Dear Parent,

Your conference for _____, has been scheduled at _____
on _____.

Please complete the bottom portion of this form and return it to me as soon as possible. I look forward to visiting with you.

Sincerely,

_____ I plan to attend my child's conference at the scheduled time.
_____ I will need to reschedule our conference.

Child's Name _____ Parent Signature _____



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Formulario para las Conferencias de Padres y Maestros



Estimado(a) _____,

Me gustaría programar una conferencia con usted para hablar sobre el progreso de su hijo(a) para el día _____ a las _____.

Por favor déjeme saber si esta fecha le es conveniente.

Maestro(a)



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