

Bilingual Front Desk Reception Information Sheet

Greetings!

Welcome to _____ School. We are glad to meet you, and we will do our best to serve you.

Is your child currently a student at this school? Yes No

Your name _____

Your child's name _____

Grade _____

Please let us know the purpose of your visit today.

I am here...

- to enroll my child to this school*
- to pick up my child*
- to register a complaint*
- to attend a meeting with someone as scheduled, but I do not know the name of the person I suppose to meet*
- to meet with the principal as scheduled*
- to meet with my child's teacher as scheduled*
- to meet with school counselor as scheduled*
- to meet with school nurse as scheduled*
- to attend an IEP meeting as scheduled*
- to attend parent-teacher report card conference as scheduled*
- to make an appointment to meet with the principal*
- to make an appointment to meet with my child's teacher*
- to make an appointment to meet with school counselor*
- to make an appointment to meet with school nurse*

Attention! School Staff, for further communication with this parent, please use telephonic interpretation service by calling 1-800-264-1545
The Access Code for your school is _____ (Call 215-400-4180 Option 4 for Access Code for your school)