

## Bilingual Front Desk Reception Information Sheet (Chinese)

您好!

欢迎光临 \_\_\_\_\_ (School Name) 学校. 很高兴与您见面, 我们将竭诚为您提供服务。

您子女现在本校就读吗? /Is your child currently a student at this school?

是/Yes

不是/No

您的姓名/Your name \_\_\_\_\_

您子女的姓名/Your child's name \_\_\_\_\_

所在年级 /Grade \_\_\_\_\_

您今天光临本校是为了/Please let us know the purpose of your visit today.

- 为子女注册入学/to enroll my child to this school
- 来接子女/to pick up my child
- 提意见/to register a complaint
- 赴约前来与某人会面, 但不知其姓名/to attend a meeting with someone as scheduled, but I do not know the name of the person I suppose to meet
- 赴约前来与校长会面/to meet with the principal as scheduled
- 赴约前来与子女的老师会面/to meet with my child's teacher as scheduled
- 赴约前来与学生顾问会面/to meet with school counselor as scheduled
- 赴约前来与学校护士会面/to meet with school nurse as scheduled
- 赴约前来参加“个体教育规划”(IEP)会议/ to attend an IEP meeting as scheduled
- 赴约前来参加领取子女成绩报告单的家长会/to attend parent-teacher report card conference as scheduled
- 约见校长/to make an appointment to meet with the principal
- 约见子女的老师/to make an appointment to meet with my child's teacher
- 约见学生顾问/to make an appointment to meet with school counselor
- 约见学校护士/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.**