

Parent-Teacher Conference Notification

_____ (School Name)
_____ (School Address)
Philadelphia, PA _____

Tel: _____

Dear parent or Guardian:

You have been scheduled for a conference with your child's teacher to review his/her school progress on

Date	Time	Room

_____ Student
_____ Teacher

Sincerely,

_____ Principal

Detach here

To the Parent/Guardian

Please complete this portion of the form with date and signature. Cut along the above line to detach and return to the teacher. Thank you.

I have received the parent-teacher conference notice for student _____, and will attend conference in Room _____

Parent or guardian signature

Date