

Parent-Teacher Conference Notification

“Please fill out the English portion of the form you require, the target language portion will be filled out automatically”

_____ (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

家长-教师会面通知
Parent-Teacher Conference Notification

_____ (School Name)

_____ (School Address)

Tel: _____

Philadelphia, PA _____

亲爱的家长/监护人：

我们已为您安排了一个与您子女的教师会面的机会，届时将讨论您子女的学业进展情况。具体安排如下：

| 日期/Date | 时间/Time | 教室号/Room |
|---------|---------|----------|
| | | |

_____ 学生姓名/Student
_____ 教师/Teacher

此致

_____ 校长/Principal

沿此线撕开

家长/监护人：

请将这一部分填好，注明日期并签字。然后沿以上虚线撕开，然后交给教师。谢谢！

我已收到有关_____（学生姓名/Student Name）的家长-教师会面通知，我将参加在_____（教室号/Room）举办的家长会。

家长,监护人签字/Parent or guardian signature

日期/Date

请注意/Please Note:

如果您在会上需要翻译，请在空格中填入“Chinese” / *If you need language assistance at the conference, please fill the blank with the language you need translation and interpretation:* _____

Teacher: *Please inform the BCA at your school to be present at the conference for language assistance. If no BCA is available at your school, please use Pacific Interpreters telephonic interpretation service to communicate with the parent. Call 215-400-4180, option 4 if you need assistance using the service.*

如欲了解更多有关教育局的中文信息及文件的中文版本，请上网至：www.philasd.org/language/chinese 查询