

Spring Garden School Report Card Conference Invitation

Dear Parents and Guardians:

I would like to invite you to meet with me for our _____ marking period Report Card Conferences. Report Card Conferences are an important opportunity where we can discuss your child's strengths and challenges, highlight growth that has occurred over the course of the semester, and make goals for the remainder of the year. I have scheduled the time and date for your Report Card Conference below.

If you cannot attend at your scheduled conference time, I will do my best to accommodate you with another arrangement. Students in good academic standing can have their report cards mailed home. Other accommodations can be made with me on a case-by-case basis.

Please sign and return the lower part of this letter by _____.

Conference Date

Time of Conference

Teacher

Room Number

Please check one:

____ I WILL be able to attend as scheduled.

____ I will NOT be able to attend as scheduled, but I would like to speak with you via telephone. I can be reached at (____)_____.

____ Please mail my student's report card home. ***Please note, only students in good academic standing will be allowed to have their report cards mailed***

Name of student: _____

Address: _____

Telephone number: _____

Parent's name (printed): _____

Parent's signature: _____