

Parent-Teacher Conference

Date: _____

Dear Parent/Guardian(s):

It is important that you actively participate in your child's education. An excellent opportunity to do this is to attend parent/teacher conferences throughout the school year. _____ (school name) will be hosting parents for conferences with their children's teachers on _____ (date) at _____ (time). This is an opportunity to speak with your child's teacher(s) and to be provided with updates about his/her progress in school. If you are not available on this date and/or time and would like to reschedule the meeting, please indicate that below. If you have any questions, you may contact:

Thank you for supporting the school in providing the best education possible for your child.

✂-----
Please complete this section and return it to the school before the date of the conference.

Student's name: _____

Parent(s)/Guardian Name: _____

Phone/e-mail at which you can be connected by the school: _____

I will attend the conference on the date and time scheduled

I cannot attend on the date and time indicated above. I would like to reschedule it for:

Date: _____ Time: _____

I require an interpreter Language: _____

Additional comments: _____

家长-教师会议

日期： _____

尊敬的家长/监护人：

您积极参与孩子的教育是非常重要的。参加整个学年的家长/教师会议是一个很好的机会。

_____（学校名称）将于_____（日期）在_____（时间）与家长及孩子的老师举行会议。这是一次与您孩子的老师进行交流的机会，您也将了解到孩子在学校的最新进展情况。

如果您无法参加该日期和/或时间的会议，并希望重新安排会议时间，请在下方注明。如有任何疑问，您可以联系：

姓名： _____

职务： _____

电话/电子邮箱： _____

感谢您支持学校为您的孩子提供最好的教育。

请填写这部分并在会议日期前将其返回至学校。

学生姓名： _____

家长/监护人姓名： _____

电话/电子邮箱（便于学校联系到您）： _____

我将按预定的日期和时间参加会议

我无法在上述日期和时间参加会议。我希望会议可以重新安排到：

日期： _____ 时间： _____

我需要一名口译员 语种： _____

其他意见： _____
