

Date: _____

Please note your conference is:

Date: _____

Time: _____

Dear Parents/Guardians,

In preparation for our upcoming conference, please take a few minutes and jot down some ideas about your son or daughter. You might want to include accomplishments that take place outside of school as well as in school.

Yours truly,

(TEACHER SIGNATURE)

Any areas of strength, growth, accomplishments:

One or two areas you'd like to see improvement in:

One specific goal:

P.S. Please bring these notes to the conference for your own use.
Please do not send this form back to the school

