Nebraska Department of Education

Parent - Teacher Conference

Date: _____

Dear Parents:

The teaching staff at _____ takes this opportunity to invite you to a conference with your child's teacher. The conference is held at this time for the purpose of increasing your understanding of the progress your child is making.

The date and time below have been reserved for you.

If you find your scheduled time(s) inconvenient, please indicate so below or call the school office to arrange for a different time. Additionally, we would appreciate being notified if you cannot attend your conference.

Written reports will be sent home with all students on _____[date]. Interpreters can be provided if requested.

CONFERENCE RESERVATION
(Please save this section as your reminder)

_____	_____	_____	at _____	☐ am ☐ pm
Student Name	Day	Date	Time	
_____	_____	_____		
Teacher Name	Room	Phone		

Please detach here and return this bottom section to the school.

___ **Yes**, Parents will be able to attend the conference at this time.

___ **No**, Parents will not be able to attend the conference at this time:

Please schedule a conference on _____ (date and time)

_____ Student's Name

_____ Teacher's Name

Please check one:

- ❑ Please have an interpreter available. Language: _____
- ❑ I am bringing someone who can translate and interpret.
- ❑ I do not need any translation/interpretation assistance.

_____	_____	_____
Parent/Guardian Name	Phone	Date

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