

CONFERENCE APPOINTMENT SLIP

Name of student: _____

A conference with your child's teacher has been arranged for you on:

_____ at _____

Please sign this slip and return it to the teacher if you can keep this appointment. If not, please suggest a time that will be convenient for you and the teacher will verify the new time or suggest another time.

Teacher: _____

.....

Please tear off on dotted line and return lower portion

I plan to keep the above appointment _____

I cannot come at the arranged time. I would suggest:

_____ at _____

Signature of parent/guardian

Telephone

Student's Name

Date

Time

Teacher