



Parent-Teacher Conference Invitation

Dear

Attached is the most recent assessment notating your child's progress. Parent conferences are scheduled for the week of

We look forward to meeting with you to further discuss your child's progress and next steps in our program.

Child's Name:

Teacher Completing Written Assessment:

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent: Please complete the information below and return to the Academy**

By completing the following information, I acknowledge that I have received a copy of my child's written progress report/assessment and conference information.

Child's Name:

Parent  
Comments:

**Parent/Teacher Conference Options**

☐ I am interested in a phone conference, the best day and time to call is: \_\_\_\_\_

☐ I am interested in an in-person parent/teacher conference at the academy on the following date and time: \_\_\_\_\_

☐ I am not interested in a parent/teacher conference at this time.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_