**Request for Parent/Teacher Conference**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am concerned with your child’s progress in:

* Reading –READ 3D Level \_\_\_\_\_\_\_\_\_\_
* Reading Comprehension
* Writing
* Math
* Behavior

It is important that we meet to discuss these areas of concern. I would like to share with you ways we can work together to ensure that your child is successful this year. Please let me know when you will be able to meet. If possible I would like to meet during Parent-Teacher Conferences on Nov. 7th . We can also discuss this during a Phone Conference if that is more convenient.

 Thank you for all your support,

 ☺

**I am available to meet after-school on Tuesdays and Thursdays from 2:30-3:00.**

* I would like to come in for a conference. I can meet:

Day(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I am not able to meet for a conference, but I would like to have a Phone Conference. Please call me at:

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Time(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please sign and return this paper to school tomorrow.\**