

Dear Parents,



I am looking so forward to meeting with you this week for conferences. I have so much to share with all of you, but I also want to make sure that I address any concerns or questions that you might have at this point in the year. Conferences only last for a short fifteen minutes, so your feedback prior to our meeting will ensure that our time together is productive. Please jot down anything that you would like to discuss at conferences and send it back to school with your child tomorrow. You may have unanswered questions, and I want to be as prepared as possible for our meeting. Thanks for your help! I look forward to seeing you this week.

Sincerely,

Child's Name: _____

I would like to discuss the following things at conferences: