**Parent/Guardian and**

**Teacher Conference Notification**

**School Year [20XX-20XX]**

[Use LEA or School Letterhead]

[DATE]

Dear Parent/Guardian of [STUDENT NAME],

Your student’s teachers are inviting you to a conference to discuss their participation in the [DISTRICT]’s **English language Program** (ELP), and their progress learning English and grade-level subjects. At this meeting, the teacher(s) will share updates and answer any questions that you may have. You are welcome to invite others to attend.

The educators listed below would like to meet with you:

|  |  |
| --- | --- |
| **[EDUCATOR NAME]** | **[TITLE / SUBJECT]** |
|  |  |
|  |  |
|  |  |
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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(School Name/Address/Room)

If there are other teachers you would like to meet with, please let us know. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the information below and return it to the school.**

**Yes**, I will be able to attend the Parent / Teacher meeting on [DATE] at [TIME] for [STUDENT NAME]

**No**,I am unable to attend at this time, but I am available on the following days/times:

**Please circle available days:**  Monday Tuesday Wednesday Thursday Friday

**Please circle available time(s): [ADJUST OPTIONS TO SCHOOL/TEACHER AVAILABILITY]**

* Morning/a.m. 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30
* Afternoon/p.m. 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30

I am requesting an interpreter for this conference for (language): **­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Parent/Guardian Printed Name] Parent/Guardian Signature Date