



**HILLSBOROUGH COUNTY PUBLIC SCHOOLS  
APPOINTMENT FOR PARENT – TEACHER CONFERENCE**

Date: \_\_\_\_\_

Dear Parent/Guardian of \_\_\_\_\_:

We view parents and teachers as partners in the education of our students. The parent – teacher conference is a time to share valuable information which will help in developing a plan for the continuous academic growth of your child.

A conference has been scheduled to discuss one or more of the following:

	Academic Progress		Promotion/Retention Issues
	Expected Behaviors		Response to Intervention
	Other (please specify)		

Your conference date and time: \_\_\_\_\_

Teacher requesting conference: \_\_\_\_\_

Conference will be held at: \_\_\_\_\_

School's telephone number: \_\_\_\_\_

\*\*\*\*\*

**Parent/Guardian Reply**

	I will be able to attend my scheduled conference.
	I cannot attend at the scheduled time. I will call to schedule a mutually agreeable time.
	I am unable to attend and request a phone conference. The best time to reach me by phone is: The phone number where you can reach me is:
Parent/Guardian Signature:	Date:

**IMPORTANT: Please return the yellow copy to the teacher.**

**For school use only:**

**NOTIFICATION RECORD**

Date(s) Sent:	Date Conference Held:	Date Phone Conference Held:
---------------	-----------------------	-----------------------------