

October 26, 2015

Dear Parents,

As you know, fall conferences begin soon. Please make a note of your conference date and time and let me know as soon as possible if you need to make a change.

I would like our conference to involve two-way communication. To ensure that we both have a chance to share information, it would be helpful to know if you have any particular questions, concerns, or topics that you would like to address during our conference.

Below is an outline of what I plan to share with you. I have left room for you to add anything that you might like to discuss. Please return the bottom part of this page to me prior to the conference so that I can plan accordingly.

I look forward to seeing you soon.

Thank you,
Chris Bruff

Conference Outline

- Discuss general areas of your child's development
- Review his/her work habits and participation
- Discuss his/her progress in our curricular areas
- Share samples of your child's work

Is there anything you would like to add?

Child's name: _____