



Dear Parent/Guardian:

At least two (2) times each school year, every classroom teacher at Hudson Elementary School schedules a time for conferencing with the parents or guardian of each student.

This conference time is important to the educational progress of your child/children. During the conference the teacher will describe your child's progress, discuss strengths and weaknesses, and explain how you can help your child to improve and grow academically, emotionally, and socially. It is your chance to ask questions and understand more about your child in the world of school.

I have scheduled your conference day and time for _____
at _____. We will finish within thirty (30) minutes.

Since we cannot use any of the instructional day for conferencing, our time is limited. However, if you find it impossible to meet with me at the scheduled time, please contact me as soon as possible so that I may schedule the conference.

I look forward to meeting with you to discuss what we both care about – your child!

Sincerely,

Classroom Teacher