



WASHINGTON ELEMENTARY

1401 Washington Street • Wenatchee, WA 98801
p:509.662.5504 f:509.663.0721
www.wenatcheeschools.org/wa

Dear Parents:

You are invited to come to school to confer with me concerning the progress of _____ . Since I have many conferences with other parents too, it is necessary to schedule the time quite closely and stay on schedule.

Please come to my room on _____ at _____. Please realize we are scheduling many parent conferences and your flexibility is greatly appreciated. If the above time is not possible, please contact me at the above phone number.

Sincerely,

Classroom Teacher

Please sign, detach, and return the bottom portion to school tomorrow.

Keep the above portion for your records.

We acknowledge receipt of and confirm the conference appointment for our child.

Date & Time

Student Name

Parent Signature