



parent conference request form

date: _____

Dear Mrs. Hamlin

I/We would like to meet with you to discuss our

child's _____

progress in class. I/We are available these days
and times:

(please circle one)

Monday 7:15 a.m. Friday 7:15 a.m.

Thursday 2:15 p.m. Thursday 2:15 p.m.

OR I/We prefer a phone conference. Please con-
tact me at _____ at _____.

Yours truly,