

**PARENT-TEACHER CONFERENCE APPOINTMENT
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**

Dear Parent,

A parent-teacher conference concerning _____
Child's Name
has been scheduled for _____, _____ at _____
Day Date Time

The conference will be held in room _____.

Sincerely,

Teacher's Name

.....
Cut along dotted line and keep the upper part as your reminder

PARENT'S REPLY

(Please check and return to the teacher)

_____ I will come to school at the stated time for the conference.

_____ I will be unable to appear for the conference.

COMMENTS:

