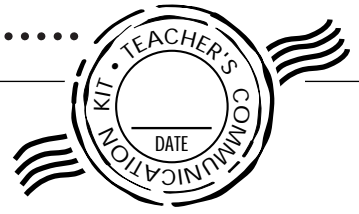


# Letter of Invitation to Attend Family/Teacher Conference



**Dear Family,**

Family teacher conferences for \_\_\_\_\_ will take place at  
\_\_\_\_\_ on \_\_\_\_\_.

Your conference has been scheduled at \_\_\_\_\_

If there is a conflict, please send me alternative times and dates on the response  
portion of this letter. Return your response to school by \_\_\_\_\_.  
If necessary, we will reschedule you so you can attend a conference.

This conference is an opportunity for us to meet face-to-face. You are always  
welcome to request additional conferences at any time. Our time together during  
these conferences helps us build our partnership in your student's education. I look  
forward to meeting with you.

Sincerely,

\_\_\_\_\_



***Please complete this portion and return to school.***

Student's name \_\_\_\_\_

\_\_\_\_\_ I will be able to attend the conference as scheduled.

\_\_\_\_\_ I will not be able to attend the conference. Please try to reschedule for one  
of these times and dates. (Please list 2 or more times when you could meet  
with me.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_