

To the family of _____,

I'm so glad that we will have time to connect about your child and together build some goals for how to best support them this year in ____ grade!

As a reminder, we will meet on _____ the ____ of _____ at ____:____am/pm. I will have/not have an interpreter ready for us!

You mentioned that you were comfortable meeting at the school in our classroom. You will park near the _____. Enter Door Number _____. Follow the first hallway, then turn right. My room is the second door on the left side. There's a large pink bulletin board, so you'll know it's our room! If you get there before ____:____, there's a few chairs for you to wait outside the classroom as I finish my other conferences.

I'm going to wear jeans, and I invite you to wear whatever's comfortable to you. We will have time to chat for about _____ minutes before my next conference starts. If we need more time, we can schedule a follow-up phone call.

At the conference, you might also meet _____, who is our school's _____. We work together a lot and I can't wait for you to meet them!

You can bring your child and other children if you need to. You may wish to bring your child's device so I can show you a few tips and tricks on it for learning at home.

We will talk about a few things like

. We will also have time for you to ask me any questions you might have.

I'm here to support your child and YOU this year. I can't wait to meet and chat with you! If you're running late, feel free to call me at _____ . I may not be able to access my emails as quickly during conference week.

Sincerely,

_____(Name)
_____(Title)
_____(Phone Number to call and/or text)
_____(Email address)

FOR MORE INFO/IDEAS:

Carlymspina@gmail.com

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