

Dear Parents,

This letter is to inform you of the availability of our Parent/Teacher conferences. If, at any time, you would like to schedule a conference with your child's teacher, please do not hesitate to call the center to set up a convenient time. Remember that you are *ALWAYS* welcome to call the center at any time to speak to your child's teacher if you have any questions or concerns.

Please sign and return this form as soon as possible so that we know that you are aware of our conference availability. We are required to keep it in your child's file.

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Name

Date