

**Council Bluffs Community School District
Council Bluffs, Iowa**

Dear Parent:

It is again time to arrange your child's parent-teacher conference. This is an opportunity for you and your child's teacher to discuss his/her progress, so we hope you will be able to attend.

Your conference for _____ is scheduled for _____

at _____ A.M./P.M. Is this time satisfactory for you? Yes _____ No _____

If not, when would be a more convenient time? _____

Thank you.

Teacher

Please sign and return.

Parent Signature

This lower portion will be sent to you at a later date as a reminder.

This is to remind you of our conference about _____

on _____ at _____.

Teacher