

Parent Teacher Conference Reminder Letter



Parent Teacher Conference Reminder

Student Name: _____

Conference Date: _____

Time: _____

This is a friendly reminder about your upcoming parent teacher conference. I look forward to meeting with you to talk about your child's progress, strengths, and next steps.

Meeting Format

☐ In-Person at school
☐ Virtual meeting
☐ Phone conference

Location/Room or Virtual Link:

Please Remember to Bring (Optional)

- Any questions or concerns you would like to discuss
- Updates about how things are going at home
- This reminder slip, if helpful

If you need to change your time or are unable to attend, please contact me as soon as possible so we can arrange another option.

Teacher Name: _____

Teacher Contact Information: _____

Thank you, and I look forward to seeing you soon.

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- Any questions or concerns you would like to discuss
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If you need to change your time or are unable to attend, please contact me as soon as possible so we can arrange another option.

Teacher Name:

Teacher Contact Information:

Fillable Conference Reminder Letter

Conference Reminders Get Messy

- Parents forget dates or times
- Confusion about meeting format
- Last-minute questions or changes

**Clear reminders prevent
disruptions**

Fillable PDF—You Add the Details

- ✓ Date & time
- ✓ Meeting format (in-person, virtual, or phone)
- ✓ Location or virtual link
- ✓ Teacher contact info

Fast to customize. Easy to send.

Designed for Real Conference Days

- ✓ Works for in-person, virtual, or phone meetings
- ✓ Encourages prepared conversations
- ✓ Professional and family-friendly

Reduce no-shows. Clarify details.