

Lanai Road Elementary School  
**Teacher Conference Request Form**

To request a conference with your child's teacher, complete this form and return to teacher via your child's backpack, deliver it to the school office, or fax it to 818-788-4263.

(Please print)

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room#: \_\_\_\_\_

Child's name: \_\_\_\_\_

Person(s) requesting meeting: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

So that you may be prepared with work-samples, assessments, etc., my areas of concern are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The best days for me to meet with you are (check all that apply):

Mondays    Tuesdays    Wednesdays    Thursdays    Fridays

The best times for me to meet with you are:

Before School    After School

You may contact me regarding this meeting:

By completing the bottom of this form and sending home with my child.

By telephone at (\_\_\_\_\_) \_\_\_\_\_ Best time to call is: \_\_\_\_\_

Via email at: \_\_\_\_\_

Teacher Reply:

I will be happy to meet with you on:

\_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  
(Day of Week)                      (Date)                      (Time)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_