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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| (Year) | / | (Month) | / | (Day) |  |
| () School |

Dear Parents or Guardians,

　　　 （ ）　　　 べ

**SCHEDULING REQUEST FOR PARENT TECHER CONFERENCE**

でのと、とお子さんとでにおさんのやのことについてしいます。（とだけですもあります）なしいですので、ごをおいします。

　At school, the teacher, parents and children will discuss their child's situation and future individually. (In some cases, the teacher and parents may talk alone.) This is an important discussion, so we ask for your cooperation.

（）のにちをめます。

We would like to schedule a date and time for a parent teacher conference.

●▲までににをしてください。

Please return this form to the homeroom teacher by ●(month)▲(day).

（）はおさんのでいます。

The meeting will be held in your son or daughter’s classroom.

-------------------------------------きりとり　　CUT OFF -------------------------------------

（）

**REQUEST FORM**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | ()　 |
| Grade |  | Class |  | Number |  | Student’s Name |

･にるのにがいいに○をいてください。(○のに①、②、③のをふってください。)

）は①、は②、は③とをつけてください。

･Please put a　○(circle) next to the times you would like to come.

(Please number the circles ①, ② or ③ according to preference.)

Example: ① is your first preference in a meeting time.

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Dear Parents or Guardians,

（）のおらせ

**Appointment Notice for Parent Teacher Conference**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | () |
| Grade |  | Class |  | Number |  | Student’s Name |

（）は、のようにまりましたので、おらせします。

We would like to inform you that your Parent Teacher Conference is scheduled for the following time.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | 　　　　　　　：　　　　　　　~　　　　　　　　　：　　　　　　　 |  |
| (Month) |  | (Day) |  | (Time) |  |

※なお、のをするはめににごください。

**※**If you need to change the appointment, please inform the homeroom teacher in advance.