

## Parent-Teacher Conference Notification

### 家长-教师会面通知

\_\_\_\_\_ (School Name)

\_\_\_\_\_ (School Address)

Tel: \_\_\_\_\_

Philadelphia, PA \_\_\_\_\_

亲爱的家长/监护人：

我们已为您安排了一个与您子女的教师会面的机会，届时将讨论您子女的学业进展情况。具体安排如下：

日期/Date	时间/Time	教室号/Room

\_\_\_\_\_ 学生姓名/Student  
\_\_\_\_\_ 教师/Teacher

此致

\_\_\_\_\_ 校长/Principal

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沿此线撕开

家长/监护人：

请将这一部分填好，注明日期并签字。然后沿以上虚线撕开，然后交给教师。谢谢！

我已收到有关\_\_\_\_\_（学生姓名/Student Name）的家长-教师会面通知，我将参加在\_\_\_\_\_（教室号/Room）举办的家长会。

\_\_\_\_\_  
家长,监护人签字/Parent or guardian signature

\_\_\_\_\_  
日期/Date

#### **请注意/Please Note:**

如果您在会上需要翻译，请在空格中填入“Chinese” / *If you need language assistance at the conference, please fill the blank with the language you need translation and interpretation:* \_\_\_\_\_

**Teacher:** Please inform the BCA at your school to be present at the conference for language assistance. If no BCA is available at your school, please call Margaret Chin at 215-400-5958 to make an arrangement.