



Invitation to Conference

Date _____

Dear _____:

Re: _____

This is an invitation for a(n) _____ conference for
_____ (student name).

The meeting will be held at _____ (location) on
_____ (date) at _____ (time).

_____ I will be able to attend conference.

_____ I will participate in this conference by phone. I can be reached at the following phone number on the date/time mentioned above: _____.

_____ I will not be able to attend conference. Please contact me to arrange a mutually agreed upon time.

Phone _____.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Please return this form to _____.

If you have any questions, please call or email _____ at _____.