



**PARENT REQUEST FOR TEACHER INTERVIEW**

Dear Mr/Mrs/Miss/Ms \_\_\_\_\_  
(Teacher's Name)

I would like an interview with you regarding \_\_\_\_\_  
At the next date that you are available (Child's Name)

I would like to discuss: (please tick)

General Academic Progress

Other (please specify)  \_\_\_\_\_

I am available on:  
1<sup>st</sup> preferred date: \_\_\_\_\_ Time: \_\_\_\_\_  
2<sup>nd</sup> preferred date: \_\_\_\_\_ Time: \_\_\_\_\_  
3<sup>rd</sup> preferred date: \_\_\_\_\_ Time: \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
(Parent's signature) Date: \_\_\_\_\_

✂ \_\_\_\_\_

**PARENT REQUEST FOR TEACHER INTERVIEW**

Dear Mr/Mrs \_\_\_\_\_

Yes, I am available for an interview on \_\_\_\_\_  
(date)

at \_\_\_\_\_  
(time) Teacher's signature: \_\_\_\_\_

✂ \_\_\_\_\_

To Office  
I will be interviewing Mr/Mrs \_\_\_\_\_ on \_\_\_\_\_

at \_\_\_\_\_ Teacher's signature: \_\_\_\_\_