



554 Pinewood Road  
Sumter, SC 29154  
803 775-4406

Date\_\_\_\_\_

Teacher's name\_\_\_\_\_

Grade Level / Related Arts \_\_\_\_\_

I am concerned about a new development with my child, \_\_\_\_\_,  
and I would like to schedule an appointment for a conference with you to discuss this  
current situation.

Thank You.

Sincerely,

Parent/ Guardian name\_\_\_\_\_

Best time to be reached \_\_\_\_\_

Best time to attend meeting\_\_\_\_\_

Best number to call \_\_\_\_\_