



# Fort Lee Public Schools

## School No. 3

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Jay Berman, Principal

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Dear Parent(s) or Guardian(s) of \_\_\_\_\_  
Child's Name \_\_\_\_\_ Child's Class \_\_\_\_\_

You are cordially invited to a conference with me to discuss your child's progress. At that time you will have the opportunity to ask any questions that you may have. We look forward to your visit and hope that the conference will be helpful and productive to both you and your child.

The date and time are shown below. Should there be any changes, please be sure to call the school office.

Sincerely,

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Teacher's Signature

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**RETURN THIS PART TO SCHOOL**

*Important!*

*Important*

Please keep the top part of this letter. Check the applicable category and return the bottom portion as quickly as possible.

DATE OF CONFERENCE: \_\_\_\_\_

TIME: \_\_\_\_\_

PLACE AN "X" NEXT TO THE STATEMENTS THAT APPLY:

\_\_\_\_\_ I will attend on the specific date and time

\_\_\_\_\_ I cannot attend specified date and time but suggest a different date \_\_\_\_\_

\_\_\_\_\_ I would like a telephone conference. My number is \_\_\_\_\_

My Email is \_\_\_\_\_

Child's Name \_\_\_\_\_

Class \_\_\_\_\_