



# St Cecilia's Catholic Primary School

## PARENT REQUEST FOR TEACHER INTERVIEW

Dear Mr, Mrs, Ms, Miss \_\_\_\_\_  
(Teachers Name)

I would like to arrange an interview with you regarding \_\_\_\_\_  
(Child's Name)

at the next date that you are available.

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 name and signature) Date: \_\_\_\_\_

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## PARENT TEACHER INTERVIEW REPLY

Dear Mr/Mrs \_\_\_\_\_ (Parent)

Yes, I am available for an interview regarding \_\_\_\_\_

on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)

\_\_\_\_\_  
(Teacher signature) Date: \_\_\_\_\_

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To Office

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

At \_\_\_\_\_ Teachers name: \_\_\_\_\_

*Faith Family Friendship*