**Three Way Conversation Appointment Slip – Sample**

[School letterhead]

[Date]

«parent»

«Address line 1»

«Address line 2»

«Address line 3»

**MEETING – «First» «Surname»**

The time for «First» and you to meet with the form teacher is on «Date» at «Time» in «Block».

When you arrive at school you will be welcomed by Prefects and escorted to the meeting room.

Please note that students are being released from school at [time and date] and that there are no classes that afternoon or on [date].

Please sign the tear off slip below and return to «First»’s Form Teacher. Alternatively, you may contact the form teacher, by email «email» or phone the school office on …...............

We look forward to meeting with you.

**………………………………..**

**Principal**

**……………………………………………………………………………………**

**«First» «Surname» «Form»**

**I will be attending the interview on «Date» at «Time»**

**Signed:………………………………. Parent/Caregiver)**

**Contact details:**

**Phone …………………….. home ……………………… work**

**e-mail: ……………………………………………..**