First Circle Learning Center
Meeting Request

We welcome the opportunity to meet with you to discuss matters specific to your child or the program in order to help us best support your family. In order to be sensitive to the needs of working families, First Circle doesn't close down for Parent/Teacher Conferences. Instead, meetings can be requested by parents or teachers at any time throughout the year.

_____/_____/_____ _____ _____

Today's Date *Meeting Requested by* *Child's Classroom*

We would like to meet to discuss _____'s

Child's Name

☐ most recent progress report.

☐ success in the classroom.

☐ other:_____.

We are interested in specifically discussing:

Please indicate who you would like to be in attendance (check all that apply):

☐ Parent(s) or Guardian(s) ☐ Teachers ☐ Director

☐ Other(s):_____

Please list some days and approximate times that will work for you, return this form to the office and we will confirm a meeting as soon as possible:

date	*time*	*date*	*time*
_____	_____	_____	_____
_____	_____	_____	_____

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FOR OFFICE USE

Meeting confirmed for:_____ at _____.

(date) (time)

Form copied to: ☐ Classroom ☐ Family ☐ Director

____/____/____ _____

date *initials*

☐Input in ProCare Log ☐ Noted on weekly schedule

____/____/____ _____ ____/____/____ _____

date *initials* *date* *initials*