

Parent-Teacher Evaluation Discussion

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to schedule a discussion regarding your child, [Child's Name], and their progress in our class. This meeting will provide an opportunity for us to share insights and evaluate their development.

Please let me know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Feel free to suggest an alternative time if none of these options work for you. I look forward to our discussion and appreciate your involvement in your child's education.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]