



Tri- County Community Council, Inc.
Head Start/Early Head Start
2499 Cypress St. Westville, FL 32464
(850) 548-9900 FAX (850) 548-5644

Addressed to: _____

From: _____

Today's Date: _____

REASON: Parent Conference scheduling

As required by Head Start's Performance Standards, it is time to do a Parent Conference to discuss your child's progress thus far, share screening information or results, learning materials, discuss concerns that you may have, set learning goals for your child, and sign any necessary paperwork. The Parent Conference has been scheduled to share information with you on the following date: _____ at your child's center/classroom.

Please mark the appropriate place below and return to the center by the next day.

Scheduled date: _____ Time: _____

I can keep the appointment: YES _____ NO _____

A better time and date for me would be: _____

Child's Name: _____

Parent's Signature: _____ Date: _____