



REQUEST A CONFERENCE

Dear [Principal/Dean/Headmaster's Name],

My name is [First and Last Name], and I'm writing to introduce our family as we prepare for an exciting new chapter. Our child(ren), [Child(ren)'s Names], will be joining your school community this upcoming year. As a military-connected family, transitions are a familiar part of our journey, and we're especially grateful for the welcoming environment your school provides to students navigating change.

We're thrilled about the opportunities ahead and sincerely appreciate the care and commitment your staff shows in supporting all learners. Our child is eager to meet new classmates, dive into learning, and become part of the school's vibrant culture. We know that strong partnerships between families and educators make all the difference, and we're looking forward to being actively involved in that collaboration.

Our family actively participates in *The Continuing Education Plan's Skills Checklist: Supporting Strong Academic Foundations for Military-Connected Students*. We are committed to collaborating with our child(ren)'s teachers to promote a strong academic foundation despite our frequent military-connected transitions.

We are requesting a conference to review *The Continuing Education Plan's Skills Checklist* with [Child's Name(s)] teacher(s) before the first day of school OR within the first 10 days of enrollment. We know that the information the *Checklist* outlines will provide coherence and continuity for our child(ren)'s academic success.

Our child(ren) are scheduled to begin classes on [Date].

Thank you for all you do to create a nurturing and inclusive space for children. We look forward to scheduling a time for our conference.

Warm regards,
[First and Last Name]
[Contact Information, if appropriate]