



# REQUEST A CONFERENCE

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Dear [Teacher's Name],

I am writing to request a parent-teacher conference to discuss [Student's Name]'s academic performance and overall progress before our upcoming military relocation.

As you may know, military-connected students often face unique challenges during transitions, and we want to ensure that [Student's Name] is well-supported academically, socially, and emotionally throughout this process. Your insights into [his/her/their] strengths, areas for growth, and current classroom experience will be invaluable in helping us prepare for a smooth move and continued success in the next school environment.

I would appreciate scheduling a meeting sometime within the next [week/two weeks], at a time that works best for you. We would like to review *The Continuing Education Plan's Skills Checklist: Supporting Strong Academic Foundations for Military-Connected Students*, discuss any recommendations you may have, and explore ways we can reinforce learning during this transition period.

Thank you for your continued support and dedication to [Student's Name]'s development. I look forward to connecting soon.

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