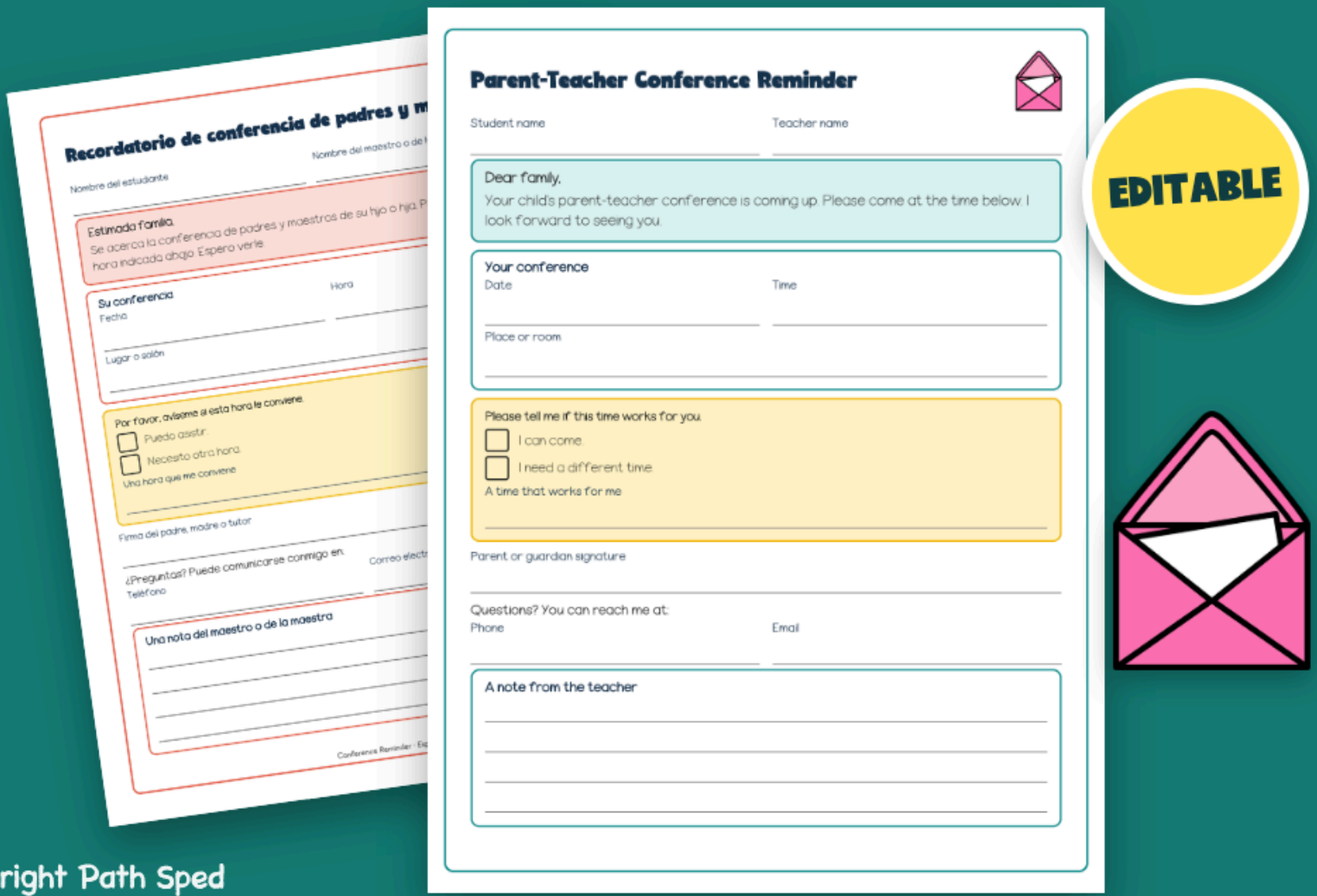
CONFERENCE REMINDER

ENGLISH & SPANISH



Bright Path Sped

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One classroom license

- This file is for one classroom: one teacher and the students and families in that class.
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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line or a box, type, and Save As.
- Every line and box is already a type-in field. There is nothing to unlock.
- It works offline. No account and no internet connection are needed after download.

Print at 100 percent

Turn off fit to page and shrink to fit. The lines and boxes are dark, so the pages photocopy in black and white.

Keep student names private

Several pages hold a student's name and a family's name. Keep printed pages in a folder, and follow your school's own privacy rules.

Need help?

If a field will not behave or a page will not print the way you expect, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update: re-download it any time from My Purchases.

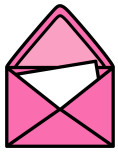
The Spanish is a set of plain phrases

The Spanish lines are short, polite set phrases for a note home. They are not a certified translation. If someone at your school reads Spanish well, ask them to look over the pages before you send them. More on page 3.

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PREVIEW

Parent-Teacher Conference Reminder



Student name

Teacher name

Dear family,

Your child's parent-teacher conference is coming up. Please come at the time below. I look forward to seeing you.

Your conference

Date

Time

Place or room

Please tell me if this time works for you.

- ☐ I can come.
- ☐ I need a different time.

A time that works for me

Parent or guardian signature

Questions? You can reach me at:

Phone

Email

A note from the teacher

PREVIEW

Filled Example: Both Languages

One invented student. The English note is on top, the Spanish note below it.



Parent-Teacher Conference Reminder

Dear family, Your child's parent-teacher conference is coming up. Please come at the time below. I look forward to seeing you.

Student name	Date	Time
Sofia Reyes	**Thursday, January 14**	**3:30**

Place or room	Teacher name
Room 12	**Ms. Alvarez**

Recordatorio de conferencia de padres y maestros

Estimada familia, Se acerca la conferencia de padres y maestros de su hijo o hija. Por favor, venga a la hora indicada abajo. Espero verle.

Nombre del estudiante	Fecha	Hora
Sofia Reyes	**jueves, 14 de enero**	**3:30**

Lugar o salón	Nombre del maestro o de la maestra
Room 12	**Ms. Alvarez**

Check it

- The date, time and place are the same in both notes: Thursday, January 14 (jueves, 14 de enero), 3:30, Room 12.
- Only the words around them change. You type each one once per language.
- The student, the teacher and the room are made up for this example.

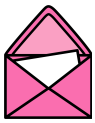
My own dates and times

PREVIEW

Invented example: Sofia Reyes and Ms. Alvarez are made up.

Papeletas de recordatorio

Español. Corte en las líneas de puntos.



Recordatorio de conferencia
Estudiante

Fecha Hora

Lugar

Por favor, avíseme si esta hora le conviene.

Recordatorio de conferencia
Estudiante

Fecha Hora

Lugar

Por favor, avíseme si esta hora le conviene.

Recordatorio de conferencia
Estudiante

Fecha Hora

Lugar

Por favor, avíseme si esta hora le conviene.

Recordatorio de conferencia
Estudiante

Fecha Hora

Lugar

Por favor, avíseme si esta hora le conviene.

Recordatorio de conferencia
Estudiante

Fecha Hora

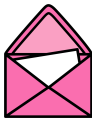
Lugar

Por favor, avíseme si esta hora le conviene.

PREVIEW

Reply Slips

English and Español on every slip. The family checks a box, signs, and sends it back. Cut on the dashed lines.



Conference Reply / Respuesta
Student / Estudiante

☐ I can come. / Puedo asistir.
☐ I need a different time. / Necesito otra hora.

Parent signature / Firma

Conference Reply / Respuesta
Student / Estudiante

☐ I can come. / Puedo asistir.
☐ I need a different time. / Necesito otra hora.

Parent signature / Firma

Conference Reply / Respuesta
Student / Estudiante

☐ I can come. / Puedo asistir.
☐ I need a different time. / Necesito otra hora.

Parent signature / Firma

Conference Reply / Respuesta
Student / Estudiante

☐ I can come. / Puedo asistir.
☐ I need a different time. / Necesito otra hora.

Parent signature / Firma

Conference Reply / Respuesta
Student / Estudiante

☐ I can come. / Puedo asistir.
☐ I need a different time. / Necesito otra hora.

Parent signature / Firma

Conference Reply / Respuesta
Student / Estudiante

☐ I can come. / Puedo asistir.
☐ I need a different time. / Necesito otra hora.

Parent signature / Firma

PREVIEW

Preview · Bright Path Sped

Sign-In Sheet (Filled In)

Thursday, January 14, Room 12, Ms. Alvarez. Every family and student here is invented.



#	Time Hora	Family member Familiar	Student Estudiante	Language Idioma	Signed in Firmó
1	3:00	Ms. Reyes	Sofia Reyes	Spanish	☒
2	3:15	Mr. Park	Dan Park	English	☒
3	3:30	Mrs. Ortiz	Luz Ortiz	Spanish	☒
4	3:45	Ms. Bell	Jay Bell	English	☐
5	4:00	Mr. Cruz	Ana Cruz	Spanish	☒
6	4:15	Ms. Hall	Max Hall	English	☒

Check the totals

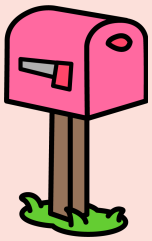
- 6 families were on the schedule, and 5 signed in.
- English: 2 of 3. Spanish: 3 of 3.
- 3 English plus 3 Spanish is 6, and 2 plus 3 is 5.

Follow up with

What I would change next time

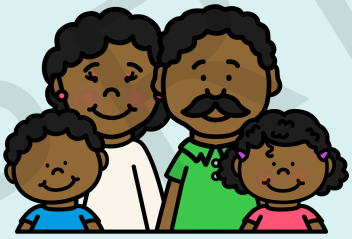
Invented example: every family, student and teacher here is made up.

PREVIEW



CONFERENCE
CONFERENCIA

In progress. Please wait here.
En progreso. Por favor, espere aquí.

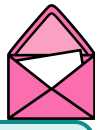


WELCOME!
¡BIENVENIDOS!

Please sign in here.
Por favor, firme aquí.

PREVIEW

Thank-You Note After the Conference



Thank you for coming to your conference.
Gracias por asistir a su conferencia.

Student / Estudiante _____

Date / Fecha _____

Notes from our meeting / Notas de nuestra reunión

Something the family shared / Algo que compartió la familia

Something I will do / Algo que haré

Something to try at home / Algo para probar en casa

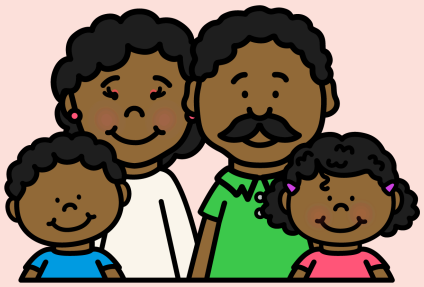
Next time we will talk / La próxima vez hablaremos _____

Teacher / Maestro o maestra _____

PREVIEW

My name / Mi nombre

Invite your family. Color and write.
Invita a tu familia. Colorea y escribe.



PLEASE COME TO MY CONFERENCE!
¡POR FAVOR, VENGA A MI CONFERENCIA!

Date / Fecha

Time / Hora

Place / Lugar

Draw something you like at school.
Dibuja algo que te guste de la escuela.

PREVIEW

Conference Tracker

Check a box when it is done. Count the checks at the bottom.



Student Estudiante	Language Idioma	Note sent Enviado	Reply Respuesta	Held Realizada	Follow-up Seguimiento	Notes Notas
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	

Notes sent / Avisos enviados _____

Replies back / Respuestas _____

Conferences held / Conferencias realizadas _____

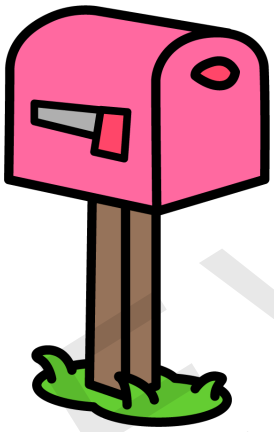
PREVIEW

Teacher prep: print on cardstock. The wide panel goes into the front cover pocket, the tall strip into the spine pocket of a binder.

CONFERENCE REMINDERS

English and Spanish

Inglés y español



Teacher

_____

Class or school year

_____

CONFERENCE

PREVIEW