

Dear Parents,

This week, _____ (date), our school will be holding **student-led** parent teacher conferences. As such, *we are requesting that each student accompany their parents to the conference.* As a class, the students have prepared themselves to lead discussions about their learning. They will each take ownership of their work, accomplishments, and plans for improvement. In this conference style, the teacher plays an important role by providing students with the knowledge and strategies that allow them to be self-sufficient as they lead the conference. I will be ready to provide support, direction, and encouragement when needed. I am also willing to answer any further questions that you might have with regards to your child's progress. I am excited to see you all soon!

Sincerely,