

_____ (m/d/y)

Dear Parents and Guardians:

We are pleased to inform you that you will have an opportunity to visit with your child's teachers during our open school sessions.

For your convenience, teachers will be available for meetings on _____ from _____ until _____ and on _____ from _____ until _____.

Please note that students will be dismissed at _____ on _____.

Sincerely,
