

## Englisch

Name and address of the school (Name und Anschrift der Schule)

### Invitation to the Parents' Evening

on  (Tag, Datum)  
from  :  (von, Uhr) to  :  (bis, Uhr)

**Appointments must be arranged in advance!**

Place, Date (Ort, Datum)

Dear Parents and Guardians,

We invite you cordially to our parent's evening.

To avoid long waits, **please arrange a meeting time with the teachers.** Please note that the teachers are only available on that day during the agreed meeting times. A room plan can be found in the entrance of the school building on parent's evening. Teachers are also available by appointment on parents' evening outside of meeting hours, if you would like a longer meeting.

Kind regards,

\_\_\_\_\_  
School management (Schulleitung)

✂ \_\_\_\_\_

We acknowledge the invitation to parents' evening on  (Datum) .

We would like to speak to the following teachers:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Your child's name:

\_\_\_\_\_, Class: \_\_\_\_\_

Time request for meeting day:    Approx. \_\_\_\_\_

Signatures of the guardians:

\_\_\_\_\_  
(Unterschrift Erziehungsberechtigte)