

Englisch

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

To the
guardians
of students

in class (Klasse)

Place, Date (Ort, Datum)

Invitation to the Parents' Evening

Dear guardians,

On (Tag und Datum) at : (Uhrzeit)

the meeting for the election of the parental body will be held in building

(Schule/Schulstandort)

in room (Raumnr.).

I cordially invite you to this.

Agenda:

1. Opening and welcome
2. Vote for the Chairperson of the parental body
3. Vote for the Deputy Chairperson of the parental body
4. Vote for the (Anzahl) parental representatives for the class meeting
5. Vote for the (Anzahl) deputy parental representatives for the class meeting
6. Miscellaneous

The vote is valid for (Anzahl) years.

Kind regards,

Class teacher (Klassenlehrer/in)



Acknowledgment of receipt (Empfangsbestätigung)

.....
Name of the student (Name der Schülerin/des Schülers)

.....
Class (Klasse)

I/we received the invitation to the election meeting.

- I/we will attend.
- I/we cannot attend.

.....
Date, signature(s) (Datum, Unterschrift/en)