



St Bernadette's Catholic Primary School

252 Grand Ocean Blvd
Port Kennedy, WA 6172
Ph: 9593 4066
Fax: 9593 6596

PARENT REQUEST FOR TEACHER INTERVIEW

Dear Mr / Mrs / Miss _____ (Teacher's Name)

I would like an interview with you regarding _____ (Child's Name)
at the next date you are available.

I would like to discuss (please tick)

General Academic Progress

Other (please specify)

I am available on:

1st preferred date: _____ Time: _____
2nd preferred date: _____ Time: _____
3rd preferred date: _____ Time: _____

Yours sincerely,

Date: _____
(Parent's Signature)

✂ _____

TEACHER REPLY FOR PARENT REQUEST INTERVIEW

Dear Mr / Mrs / Miss _____ (Parent's Name)

Yes, I am available for an interview on _____ (date) at _____ (time)

regarding _____ Teacher's Signature:

✂ _____

To Office,

I will be interviewing Mr / Mrs / Miss _____ (date) on _____ (time)

at _____ Teacher's Name: _____