



Akhtar International Learning School

Path to Lifelong Learning

Parent-Teacher Conference Form

Dear Parent/Guardian,

To ensure that we are effectively supporting your child's academic development, we would like to schedule a Parent-Teacher Conference. Please fill out the form below to confirm your preferred time and date for the meeting.

Student Information

Field	Details
Student's Full Name	_____
Grade/Class	_____
Teacher's Name	_____
Student ID	_____

Preferred Conference Schedule

Please select your preferred date and time for the Parent-Teacher Conference.

Preferred Date	Preferred Time Slot	Alternative Date	Alternative Time Slot
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Parent/Guardian Contact Information

Field	Details
Full Name of Parent/Guardian	_____
Phone Number	_____
Email Address	_____

Conference Focus Areas

Please select the topics you would like to discuss during the conference.

Area of Discussion	Yes	No	Additional Comments/Concerns
Academic Performance			_____
Behavior and Classroom Participation			_____
Social and Emotional Development			_____
Homework and Assignments			_____

Parent-Teacher Conference Form (V.1.0)

Address: Near Isalam City, Ladhawala Warraich, Gujranwala

Phone: +92 306 8731934
Email: admin@ails.school
Website: www.ails.school



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Area of Discussion	Yes	No	Additional Comments/Concerns
Extracurricular Involvement			
Other (please specify)			

Additional Notes or Requests

Please let us know if you have any specific requests or concerns you would like to address during the conference.

Additional Notes	Details

Acknowledgment

By completing and submitting this form, I acknowledge the importance of the Parent-Teacher Conference and agree to attend at the scheduled time. I understand that this meeting will be an opportunity to discuss my child's academic progress, behavior, and overall development.

- **Parent/Guardian Signature:** _____
- **Date:** _____

For School Use Only

Scheduled Date and Time	Teacher's Signature	Date

This **Parent-Teacher Conference Form** helps schedule and organize meetings between parents and teachers to ensure effective communication regarding the student's progress and areas for improvement. It collects preferences, important discussion topics, and contact information, making the scheduling process smooth and efficient.