



St Benedict's School

70 Alness St
Applecross, WA
6153
Ph: 6217 3500

1. 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 the following, relating to my child (please tick)

General Academic Progress

Other (please specify)

I am available on:

1st preferred date: _____ **Time:** _____

2nd preferred date: _____ **Time:** _____

Yours sincerely,

(Parent's Signature) Date: _____



TEACHER REPLY FOR PARENT REQUEST INTERVIEW

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

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

regarding _____ Teacher's
Signature: _____



To Office,

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

at _____ (time) Teacher's Name: _____

Once completed please hand this form into the class teacher for processing