

Request for Informal Conference

Date: _____

To: _____

Student _____

Dear _____:

I have some concerns regarding the school's recent discipline of a child in my care, and I would like to schedule a conference as soon as possible. My concerns are as follows:

I am making this conference request pursuant to Chapter 392-400 of the Washington Administrative Code. Please call me to schedule the conference.

Please contact me at

Phone: _____

Address: _____

Sincerely,

(Signature)