*Nestle Avenue Charter Elementary*
*School for Advanced Studies*
**California Distinguished School**
5060 Nestle Avenue, Tarzana, CA 91356
(818) 342-6148 Fax (818) 609-9864

**Austin Beutner**
*Superintendent of Schools*
**Joseph Nacorda**
*Superintendent Local District Northwest*
**Cheryl Gray-Sortino,**
*Principal*

# CONFERENCE REQUEST WITH PRINCIPAL

Dear Parents:

Your concerns are extremely important to us. In order to ensure adequate time to meet with you, I ask that you fill out this form, with as much detail as possible. I also ask that *whenever possible;* please speak with the teacher **FIRST** about your concern. After speaking with the teacher, if you still need to talk to me, I will contact you to discuss your questions and/or concerns within 24 hours.

Sincerely yours,

Cheryl Gray-Sortino, Principal

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Parent/Guardian Name: _____ Date: _____

Phone (Cell): _____ (Home):_____

Child's Name: _____

Room # _____ Grade_____ Teacher_____

**Have you met or spoken with the teacher? YES ( ) NO ( )**

**Are you requesting a room change? YES ( ) NO ( )**

Please briefly state your concern(s):

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_____

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List the times you are available to meet / contact

_____