



*Nestle Avenue Charter Elementary*  
*School for Advanced Studies*  
California Distinguished School  
5060 Nestle Avenue, Tarzana, CA 91356  
(818) 342-6158 Fax (818) 609-9864  
Website: <http://nestleschool.net>

Michelle King  
Superintendent of Schools  
Joseph Nacorda  
Superintendent, Local District Northwest  
Cheryl Gray-Sortino  
Principal

## TEACHER CONFERENCE REQUEST

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 will contact you to discuss your questions and/or concerns within 24 hours. Thank you.

Sincerely,  
Nestle Teachers

TO: (Teacher) \_\_\_\_\_ Room # \_\_\_\_\_

Child's Name \_\_\_\_\_

Please briefly state your concern(s):

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Best available time to meet: \_\_\_\_\_

Contact Number (Cell/Home): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_