



Human Resources  
City of Waco  
P.O. Box 2570  
Waco, TX 76702-2570  
254/750-5740

Dear Teacher/Administrator:

The City of Waco encourages parents to be actively involved in their children's school work. Its School Conference Policy allows city employees with school-aged children time off each semester to meet with teachers and/or school officials to discuss their children's progress in school.

Please complete the information requested below to provide written evidence of this conference.

\_\_\_\_\_ visited  
Name of Parent

this campus to talk with teachers/administrators on \_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher/Administrator

\_\_\_\_\_  
School