



BURBANK UNIFIED SCHOOL DISTRICT

Department of Elementary Education

1900 WEST OLIVE AVENUE

BURBANK, CALIFORNIA 91506-2460

TELEPHONE (818) 729-4492 • FAX (818) 729-4403

January 2023

Dear Parents/Guardians,

As the February 21-27 (Tuesday – Monday) parent-teacher conference period approaches, I would like to make you aware of the procedure for this year's conference. The teacher will contact you to set up a conference if he/she needs to discuss concerns in the areas on the report card that are assessed below the level of "3."

The February parent/teacher conference will be optional if your child(ren), enrolled in grades Transitional Kindergarten through 5th grade (TK-5), is achieving at a level of "3" or better on the standards-based report card. As a convenience to families, we are also offering this conference virtually.

If you are not contacted by your child's teacher but wish to schedule a virtual meeting, please email the classroom teacher to set up a parent conference. The conference period is from Tuesday, February 21 through Monday, February 27, 2023.

As a reminder, there will be an early dismissal on these days for grades 1-5.

Sincerely,

Peter J. Knapik, Ed.D.

Director of Elementary Education
