



## Sample Parent Letter for CTI Conference

(Insert School Name)  
(Insert School Address)  
Phone Number

November 2, 2009

Dear Parent(s):

The CTI Fall Leadership Conference is only a few days away. We will leave school around 1:00 pm on Thursday, November 12<sup>th</sup> and return Friday afternoon around 2:30 pm. Please note the dress code for the conference. Males are required to wear a shirt and tie to dinner Thursday night. Friday males should wear dress pants, a collared shirt, and belt for the rest of the conference. Females must wear dress pants/dress/skirt with a blouse/shirt/sweater. Jeans, t-shirts, headwear, flip-flops, shorts, tank tops, muscle shirts are not allowed at any time. There will not be much free time; however, students are allowed to bring ipods/video games for use while in the room. It would also be advisable to bring snacks/drinks to have in the hotel room. Breakfast will be the only meal provided on Friday. Therefore, students must bring money for lunch. Please make sure you and your child read the rules for attending the conference. Please reiterate to your child that consequences for inappropriate behavior/actions will be severe upon return to school.

Sincerely,

Coordinator Name

CTI Coordinator

