### horizontal line**Parents Meeting Notice**

**Date**: [Insert Date]  
**Time**: [Insert Time]  
**Location**: [Insert Location]  
**Meeting Type**: Parents Meeting

**Subject**: Notice for Parents Meeting

**Purpose**:  
The meeting is organized to discuss [main topics such as students' academic progress, school policies, or upcoming events].

### **Agenda**

1. **Welcome and Introduction** - [School Principal or Coordinator]
2. **Review of Academic Performance**
3. **School Policies Update** - [Presenter]
4. **Upcoming Events and Activities** - [Presenter]
5. **Parent Feedback Session**
6. **Closing Remarks**

**Attendees**:  
All parents/guardians are requested to attend.

**Special Instructions**:  
Please bring any relevant documents or recent report cards.

**RSVP**:  
Confirm attendance by [Deadline Date] to [Contact Person’s Email].