

January, 2012

Dear Parents/Guardians:

We have set up the following times for conferences this spring:

Thursday, February 16 – 3:30-6:30 p.m. Monday, February 20 – 3:30-6:30 p.m.

Please note that these conferences are scheduled for ten minutes by the teachers you request to see. There will not be a “drop in” conference evening offered at this time. Some parents have already been contacted by the student’s team leader, and a group conference has been scheduled.

A form for requesting conferences is printed on the back of this letter. **Please list the teachers that you would like to see and send the form to school with your child as soon as possible. The form will be presented by the student to each teacher listed and a conference time will be scheduled.**

When completed, the student will bring the form home for your information. We will make every effort to honor your requests. However, depending on the number of requests, that may not be possible. If that occurs, we will contact you to make alternate arrangements. Note that due to the tight scheduling window, parents who attend without making an appointment will need to wait until the teacher they wish to see is available.

We look forward to talking with you.

Your Partner in Education,

Dean R. Hess
Principal

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PARENT-TEACHER CONFERENCE REQUEST

STUDENT NAME: _____ TEAM _____

Please mark your 1st, 2nd, and 3rd choices to come in for conferences.

Thursday, February 16

_____ 3:30 – 5:00 p.m.

_____ 5:00 – 6:15 p.m.

Monday, February 20

_____ 3:30 - 5:00 p.m.

_____ 5:00 – 6:15 p.m.

Please Note:
There will be no “drop in”
conferences available either
evening.

_____ I am not available at the above time. Please have teachers call me to make other arrangements. (List phone number and time to call.)

Parent
Signature _____

-----TO BE COMPLETED BY TEACHERS-----
CONFERENCE SCHEDULE

Teacher's Name	Date	Time	Room	Subject

_____ ELL Interpreter Please check if needed: _____ Hearing Impaired Interpreter _____ Other

DO NOT MAIL THIS FORM! Your student should present it to each teacher listed and a conference time will be scheduled by that teacher.