Parent Conference Request Form

October 2014

Dear Parents/Guardians,

We will be offering parent-teacher conferences on Tuesday, November 11th. There is **NO SCHOOL** on November 11th. If you would like a conference with your child's teacher(s), please fill out the form below, *one per student*, and send it in to us by November 3rd.

Conferences are not mandatory, but are available if you or your child's teacher have any concerns. If a teacher requests a conference, we will contact you. Thank you.

Please return section below to the teacher (or homeroom). **Junior High** parents may return the form below in the Wednesday packet. Thank you!

Parent Conference Request Form

*Student Name:______ Grade: _____

Please fill out your availability in order of preference. We will attempt to give you your first choice, but we are trying to coordinate many schedules. Conferences run *on the half hour* between 8:00AM and 3:30PM. They are 20 minutes in length.

First choice	Time:	(ie. 8:30)	
Second choice	Time:		
Third choice	Time:		
Parent(s) Name:			_(Please print)
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Parent phone and/or email for confirmation: ______