

ATTENTION PARENTS:

CONFERENCE SCHEDULE

Dear Parents,

Parent-Student-Teacher conferences will be held on **November 24th and 25th**. These will be minimum days with a 12:00 P.M. dismissal. Conferences will begin at 12:30 P.M. and the last conference scheduled will be at 6:50 P.M. Appointment times will be scheduled every 20 minutes. Each teacher will be making his/her own schedule and will post it on their classroom door **Tuesday, November 4th**. Conference times will be assigned on a first come/first serve basis. Therefore, it is imperative that you sign-up for a conference time on **Tuesday**. If you are unable to do so, please indicate on the form below the day/time that would be most convenient for you. Your child's teacher will attempt to schedule you on that day. Conferences are held with parents or guardians and the student only. *All conferences are with the homeroom teacher.*

*If you need to communicate with a teacher regarding your appointment, please do so in an email, NOT VOICE MAIL. We are unable to do conference scheduling by phone.

Please detach the form below and send in with your student

CONFERENCE APPOINTMENT REQUEST SLIP

Student Name.....Rm.....

Parent Name (please print).....

Day/Time we are available for conference

1st choice..... 2nd choice.....

(You are entitled by law to time off for parent teacher conferences)

Additional notes.....

