

September 6, 2013

Dear Parents:

Parent/Teacher Conferences at Amelia High School will be held on Thursday, October 3, 2013 and Tuesday, October 8, 2013 from 4:00 – 7:30 PM. In order to schedule conferences, please complete the following steps:

- Indicate the date you prefer.
- List each teacher’s name for which you are requesting a conference.
- Students should take this form to the requested teacher(s) during class. Students will bring the form home as soon as it is completed. **Please keep the completed form in a safe place, as this is the only copy of your scheduled conferences.**
- If a conference cannot be scheduled with a teacher, they will follow-up with a phone call or e-mail.
- If you feel there may be a problem getting this sheet to and from school, please e-mail your child’s teacher to schedule a conference. E-mail addresses are on the back of this form for your convenience.

Student’s Name: _____
(please print)

I prefer the following date (please circle): Thursday, October 3rd Tuesday, October 8th

Teacher:

THIS SECTION TO BE COMPLETED BY TEACHER

	<u>Date</u>	<u>Time</u>	<u>Room Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent Signature

Daytime Phone Number

E-mail Address