Albert H. Hill Middle School
Fall 2015 Parent-Teacher Conferences

November 9, 2015

Greetings Albert H. Hill Families:

We would like to invite you to complete the form below to sign up for a Fall Parent-Teacher Conference. As you may know, report cards will come out next week; distribution has been rescheduled to accommodate our Parent-Teacher Conference window. Report cards will be available to parents/guardians on both dates of the Parent-Teacher Conference, and the remaining report cards will be sent home with students on Thursday, November 19.

Fall Parent Teacher Conferences will be held on Tuesday, November 17 between the hours of 4:00 p.m.--7:00 p.m., and Wednesday, November 18 from 8:30 a.m.–-11:30 a.m. at Albert H. Hill. For your convenience, our teachers will meet with families as an entire grade level team, so that you have all of your child's teachers available to you at once.

As you might imagine, we'd love to spend as much time as you need discussing your child's progress; however, to ensure that we have the opportunity to see as many families as possible, conference times are limited to **10 minutes** for each family. During this time, teachers will review key progress data, highlight your child's strengths and shed light on any areas of growth. You will also have the opportunity to ask questions, and should the answers to your questions necessitate a longer meeting, grade level teams will be prepared to work with you to schedule a follow up conference at a more mutually convenient time. Please keep in mind that these mini conferences are designed as a brief check-in. If you believe your child's needs should warrant a longer conference, or if you prefer to meet with only select teachers, you are invited to schedule a conference outside of the conference window with your child's grade level team lead.

Additionally, if you are interested in meeting with your child's electives teachers, upon arriving, you may cruise the building and sign up outside of their rooms for same-day meeting times, on a first come, first serve basis (no pre-scheduling is required for electives).

If you desire a conference, please complete the bottom of this page and have your child return this form to his/her THIRD PERIOD TEACHER tomorrow, but <u>no later than</u> Thursday, November 12. Appointments will be scheduled as requests arrive, on a first come, first served basis.

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November 2015 Parent/Teacher Conferences

<u>If you are interested in participating</u> **in a mini-conference with your child's grade level team, please check the box below and return this form to your child's 3rd pd. teacher the next day. Upon receipt of your form, a member of your child's grade level team will call you to schedule your conference.** If you have any questions, please don't hesitate to contact the main office at 804-780-6107. We'll be happy to assist you with getting your conference scheduled.

☐ **Yes! I would like to participate in a mini-conference with my child's grade level team on either November 17th (PM) or November 18th (AM).**

Please print: your child's first / last name. **Your first / last name.** **Circle your child's grade lvl.**

_____ _____ **6 7 8**

The best phone number to reach me on is: **My email address is:**

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