

March 21, 2011

Dear Parents,

We invite you to participate in one of the upcoming Parent-Teacher/Counselor Conference sessions. The Parent-Teacher/Counselor Conference is an opportunity to speak individually with the teachers and counselors who work with your child on an ongoing basis. In the individual conference you will be able to ascertain specifically how your child performs in class. This is especially important if you have received a 'one-subject' report indicating your student is having difficulty in a particular course.

In an effort to provide an orderly conference experience we have established a procedure by which your child may make appointments for you during the afternoon session or evening session. By following the simple procedures listed on the bottom of the attached schedule form, your child should be able to arrange, in collaboration with his or her teachers and counselor, a series of appointments permitting you to spend a few minutes with the faculty members you wish to see. Please note that phone appointments cannot be accommodated during these sessions.

The schedule for Parent-Teacher/Counselor Conference sessions is as follows:

<b>Tuesday, March 29<sup>th</sup></b>	<b>1:00 – 3:00 (All)</b>
<b>Tuesday, March 29<sup>th</sup></b>	<b>5:00 – 7:00 (All)</b>

We look forward to seeing you at the Parent-Teacher/Counselor Conferences. Thank you in advance for your cooperation as we endeavor to create an opportunity for meaningful dialogue on behalf of our students.

Sincerely,

Dr. Tony Fisher  
Acting Principal, HCHS

# PARENT-TEACHER/COUNSELOR CONFERENCE FORM

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**Directions for Parents:**

1. First determine whether you will attend the Afternoon Session or the Evening Session and check the appropriate box.
2. List the teachers, and their subjects, or counselor with whom you wish to meet. Time will not allow us to schedule all of your child's teachers/counselors. Please select up to four teachers and one counselor with whom you most wish to speak.
3. Give this form to your child to return to the school.
4. Ask your child to bring the form home with appointments confirmed.

Tuesday, March 29th

1:00 – 3:00 pm (Open to all)

Tuesday, March 29<sup>th</sup>

5:00 – 7:00 pm (Open to all)

TEACHER/COUNSELOR	SUBJECT	ROOM	APPOINTMENT

**Directions for Students:**

1. Bring this form to school. Take it to each class or to the counselor that your parents have listed.
2. Your teacher or counselor will schedule appointments with you. Make note of teacher/counselor, subject, room and time on this form.
3. Be sure to leave traveling time between appointments for your parents.
4. When you have this form completed, take it home to your parents.

**Notes:**

1. No appointments to see teachers or counselors will be made by phone.
2. This is the only copy of your appointment schedule.
3. Please see reverse side for listing of rooms in which teachers will meet with parents.