

October 2011

Dear Parent:

Parent/Teacher Conferences will be held **Thursday, October 20** from 5:00 to 8:00 p.m. and **Friday, October 21** from 8:15 a.m. to 3:30 p.m. Conferences will last approximately 10 minutes. Please indicate below if you would like to meet with one or more your son's/daughter's teachers. **This form is to be taken by your student to each teacher with whom you would like to meet no later than Friday, October 14.** Each teacher will complete the room number and a meeting time. There will be open or unscheduled times with teachers on Thursday, October 20 from 7:00 to 8:00 p.m. and on Friday, October 21 from 12:00 to 2:00 p.m. Your student will return this form to you before Tuesday, October 18.

**Parent's Name** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Yes, I would like to meet with:**

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

**Teachers will fill out this section:**

\_\_\_\_\_  
Room      From      To

\_\_\_\_\_  
Room      From      To

\_\_\_\_\_  
Room      From      To

\_\_\_\_\_  
Room      From      To

\_\_\_\_\_  
Room      From      To

\_\_\_\_\_  
Room      From      To

\_\_\_\_\_  
Room      From      To

**Please note:** If you cannot come at the time indicated, please contact the teacher for another appointment.

**On Thursday, October 20, students will be dismissed at 2:17 p.m. Students do not attend school on Friday, October 21.**