

Parent Teacher Conference

We encourage parent-teacher communication and believe that it is essential in facilitating our students' learning experiences. We encourage you to **please turn this form back into Heidi McClain**. Should you have questions, you can reach Heidi at (740) 364-2413 or 1-800-945-2832 (extension 2413). **Please return your form by October 30 or send an email to Heidi at hmcclain@c-tec.edu**

We have scheduled two evenings in November for **C-TEC Parent-Teacher Conferences**. The purpose of these conferences is to provide parents the opportunity to meet personally with career-technical and/or academic teachers and discuss any concerns regarding their son's/daughter's progress to that point in the school year. We also encourage students to attend the conference with parents. Therefore, we have set the following dates and times:

Wednesday, November 4	3:30 - 7:00 p.m.
Thursday, November 12	5:00 - 8:30 p.m.

Prior to these dates, your son/daughter will have received one interim grade report and a grade report for the first nine weeks of school. On either of those reports, a teacher may have requested a parent conference. Certainly, you do not have to wait until these dates to schedule a teacher conference.

Please turn in your form or email Heidi at hmcclain@c-tec.edu to schedule a conference. If there is a conflict with the time requested, Heidi will notify you of the change. Please include a current phone number where you can be reached during the day along with your email address so that we can send you a confirmation.

Conference Request Form

Please return this form to Heidi McClain by October 30.

Please Print

Student _____ Home Phone _____

Program _____ Daytime Phone _____

Parent Email Address _____

Parent(s) attending conference:

I would like to meet with the following teachers:

I would like to meet with the teachers as a: Group _____ or Individually _____

Date Requested:

Nov. 4	Time	3:30-4:00 p.m. _____	5:00-5:30 p.m. _____	6:30-7:00 p.m. _____
		4:00-4:30 p.m. _____	5:30-6:00 p.m. _____	
		4:30-5:00 p.m. _____	6:00-6:30 p.m. _____	

Nov. 12	Time	5:00-5:30 p.m. _____	6:30-7:00 p.m. _____	8:00-8:30 p.m. _____
		5:30-6:00 p.m. _____	7:00-7:30 p.m. _____	
		6:00-6:30 p.m. _____	7:30-8:00 p.m. _____	