

# 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. Teachers will provide opportunities to sign-up for appointments between Tuesday, November 17<sup>th</sup> and Friday, November 20<sup>th</sup>.

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Monday, November 23  | 1:00 – 3:00 pm (last names A-L) |
| <input type="checkbox"/> Monday, November 23  | 5:00 – 7:00 pm (All students)   |
| <input type="checkbox"/> Tuesday, November 24 | 1:00 – 3:00 pm (last names M-Z) |

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.