

Parent-Teacher Conference Registration Form Directions for Parents

Please follow these procedures for Parent-Teacher conferences. Doing so will assure you the opportunity to confer with the teachers of your choice.

PREPARATION OF THE FORM:

1. You may schedule one 5-15 minute conference with each of your child's teachers. If more time is needed, contact the teacher for another mutually appropriate time. You may also schedule time to meet with a counselor, social worker, psychologist and administrator.
2. Working in pencil, select the desired time you wish to be scheduled for each conference. Make sure you leave sufficient time to go from one conference to the next. Please discuss room locations with your child so that you can plan travel minutes into your schedule.
3. Enter the name of the teacher on the line next to the requested conference time you have selected. Teachers will make every effort to give you conference times as close to your request as possible. In the event of a conflict, please contact the teacher and schedule an appointment for some other mutually convenient time.

STUDENT RETURNS FORM TO SCHOOL:

4. Once you have completed your portion of the Parent-Teacher Registration form, have your child bring the form to school on Monday, November 12th and Tuesday, November 13th, and present it to each teacher and counselor as the day progresses. Adjustments will be made by the teacher to work out schedule conflicts. It is this schedule which you will follow for your conferences. If the teacher feels he/she needs to confer with you for a longer time period, the teacher may recommend a separate appointment on a different day.
5. The teacher will give the Parent-Teacher Registration Conference Form back to your child. At the end of the registration day, Tuesday, November 13th, your child should return the completed registration form to you. **The Parent-Teacher Registration form is to be kept by you as your schedule for November 19th. This is the only record of your appointment schedule.**
6. To schedule a counselor, social worker, psychologist, or administrator appointment, your child should contact these individuals to arrange the appointment.

WHAT IF

7. If you do not have the registration form completed, you are welcome to come to school on Monday, November 19th and to request a teacher conference by going to the appropriate teacher's classroom. However, registered conferences have priority, and you will be granted a conference time only if it can be scheduled without interfering with registered conferences.
8. **If you need additional registration forms, you may download the form from the East High School website <http://east.d303.org/> or have your child pick them up in the Main Office prior to Monday, November 12th.**

By following these procedures, we are confident that parents who wish to confer with particular teachers, guidance staff and administrators, will be accommodated during our Parent-Teacher Conferences. Please join us!