

**PARENT-TEACHER CONFERENCE FORM**

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Dear Parents:

The first Parent-Teacher conference of this school year will be held **Thursday, November 21 and Friday, November 22**. To assist us in scheduling we would like to have you check the times below that are suitable. We will try our best to accommodate you. In the past we have had more requests for the evening than time available. For that reason we are asking you to give us a second choice if at all possible.

Please indicate first and second choices:

\_\_\_\_\_ Thursday afternoon 2:00 to 5:00 p.m.

\_\_\_\_\_ Thursday evening 6:00 to 9:00 p.m.

\_\_\_\_\_ Friday morning 8:00 to 10:00 a.m.

**Please return this form by Monday, November 11.** If we do not receive a reply we will assume that any of the above-stated times are satisfactory to you.

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Please help us make our conference more meaningful by writing down any concerns or questions you have about your child's progress in school. If your child has needs or questions of which we are unaware, please mention those.

PARENTS' Concerns, Questions, and Comments:

CHILD'S Needs, Questions, or Comments:

Would you also like a conference with Ms. Holm (technology), Miss Jamerson (art), Mrs. Massmann, (5<sup>th</sup> grade language arts), Ms. Dennen (music) Mrs. Zielinski (German)

\_\_\_\_\_  
Parent's Signature

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