



## SCHOOL DISTRICT OF MENOMONEE FALLS WISCONSIN

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NORTH MIDDLE SCHOOL  
N88W16750 GARFIELD DR  
MENOMONEE FALLS, WI 53051  
262.255-8450 (FAX) 262.255.8475  
[www.no.sdmf.k12.wi.us](http://www.no.sdmf.k12.wi.us)

February, 2012

Dear Parents/Guardians:

North Middle School Parent/Teacher conferences will be held this year on Thursday, March 8<sup>th</sup>. Enclosed with this letter is the Parent Conference Request form. You can access your child's schedule in Powerschool. This form must be completed and returned in order to schedule your child's conference. In the past, this method has been very successful and well received by both parents and teachers.

It is imperative that you follow the directions on the enclosed Parent Conference Request form to see your child's teachers. Please note that conferences are scheduled on a first-come, first-serve basis. Each request is stamped with the date received and scheduled in that order. The completed form must be returned to the Attendance Office or faxed to 262-255-8475 by March 1<sup>st</sup>. If you have children at more than one school, you may want to request different time blocks for each school to avoid scheduling problems. Please indicate your mailing address in the appropriate section of the Parent Conference Request form **if** you share joint custody or are a non-custodial parent.

If you are unable to attend conferences and wish to speak to your child's teacher, please contact him/her directly. If you have any questions, please feel free to call. I look forward to seeing you on March 8<sup>th</sup>.

Sincerely,

Tabia Nicholas, Ed.D.  
Principal

TN:mmh  
enc

## PARENT CONFERENCE REQUEST FORM

- You can access your child’s schedule in Powerschool
- Please list below the name of the teachers you would like to see.
- We will send you a schedule after all conference times have been assigned.
- Conferences will be held in the gymnasium.
- This form **MUST** be returned to the Attendance Office by Thursday, March 1.
- Conferences are scheduled on a first-come, first-served basis. Each form is stamped with the date it is received and conferences are scheduled in that order.
- We cannot schedule conferences by telephone

**STUDENT’S NAME (Please Print)** \_\_\_\_\_

Coordinate schedule with: \_\_\_\_\_ at North Middle School. (List siblings name, complete separate request form and send together)

|   | Please schedule conference with the following teachers: (list name of teacher) |
|---|--|
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |

**If** you share joint custody or are a non-custodial parent, please indicate your name and the address to which **your** conference schedule should be mailed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like conferences scheduled for the following date and time: (Please indicate your 1<sup>st</sup> time choice and your 2<sup>nd</sup> time choice)

Thursday, March 8                    \_\_\_    1:00 – 3:00 p.m.  
    \_\_\_    3:00 – 5:00 p.m.  
    \_\_\_    5:00 – 8:00 p.m.

If you have children at more than one school, be sure to choose different time blocks for each school in order to avoid schedule conflicts.

If you have more than one child at North, indicate each child’s name so that conference schedules can be coordinated.

This form **MUST** be returned to the Attendance Office by Thursday, March 1.  
 Requests may be delivered to the Attendance Office or faxed to 262-255-8475.