



SCHOOL DISTRICT OF MENOMONEE FALLS WISCONSIN

NORTH MIDDLE SCHOOL
N88W16750 GARFIELD DR
MENOMONEE FALLS, WI 53051
262.255-8450 (FAX) 262.255.8475
Website: nms.sdmf.schoolfusion.us

February 2015

Dear Parents/Guardians:

North Middle School's Spring Parent/Teacher conferences will be held on March 26. Enclosed with this letter is a Parent Conference Request form, which asks for your child's schedule. You are able to access your child's schedule via the PowerSchool portal by following these directions:

- Go to North Middle School website – <http://nms.sdmf.schoolfusion.us>
- From the gray bar across the top of the page, choose "Families"
- Under Technology Resources, select "PowerSchool Portal"
- At the next screen, enter your PowerSchool User Name and Password
- Click on "My Schedule" on the left side of the screen
- Scroll down to "14-15 Quarter 3." This is your child's schedule.

Please note that conferences are scheduled on a first-come, first-served basis. Each request is stamped with the date it is received, and will be scheduled in that order. The completed form must be returned to the Attendance Office. Completed forms may be delivered to the Attendance office, mailed to North Middle School or faxed to 262-255-8412. If you share joint custody or are a non-custodial parent, please indicate your mailing address in the appropriate section of the Parent Conference Request form. A copy of your conference times will be mailed home.

If you are unable to attend conferences and wish to speak to your child's teacher, please contact him/her directly. I look forward to seeing you at Parent/Teacher conferences.

Sincerely,

Mrs. Lynn Grimm
Principal

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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.
- 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.

STUDENT'S NAME (Please Print) _____

Coordinate schedule with: _____ at North Middle School. (List sibling's name, complete separate request form and send together)

	Please schedule conferences 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 1st time choice and your 2nd time choice)

Thursday, March 26, 2015 ___ 4:30 – 6:00 p.m.
 ___ 6:00 – 8:00 p.m.

This form **MUST** be returned to the Attendance Office by Monday, March 23.
Requests may be delivered to the Attendance Office or faxed to 262-255-8412.