

Dear Parents:

As first quarter comes to a close and report cards are posted for your review, it seems to be an opportune time to schedule Parent/Teacher Conferences. Conferences will be held from 12 p.m. – 8 p.m. on Thursday, October 24. We invite you to meet individually with your student's teachers, counselors, and administrators to discuss your student's progress. Front and back lots are open to you for parking.

In order to make arrangements for the conferences, we ask you to complete the bottom section of this paper. Please write, on the lines below, the names of the teachers with whom you wish to meet. Your student will give this form to each of the teachers whose name you have listed. The teacher will then assign a time for your ten-minute appointment and indicate the location of the conferences. Generally, appointments will be scheduled for ten minutes in order to serve as many parents as possible.

Be sure that your student brings in your request to their teachers no later than Friday, October 18 so that their teachers may schedule your times. It will be returned to you the same day and we ask that you retain it for your use on the day of the conference. Should a teacher be unable to schedule a desired appointment, that teacher will telephone you so that you may discuss your student's progress. If you desire **not** to have any conferences, please sign this form and ask your student to return it to the office by Friday, October 18.

PARENT-TEACHER CONFERENCES

STUDENT'S NAME _____ HOMEROOM _____

PARENT'S SIGNATURE _____ HOME PHONE # _____

General block of time that parents are available for conference _____

	<u>TEACHER'S, COUNSELOR'S, ADMINISTRATOR'S NAME</u>	<u>TIME OF CONFERENCE</u>	<u>LOCATION</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

_____ At the present time we do not wish to have any conferences with any of the faculty. **(Return form to the office if you are not having any conferences.)**