

HOWLAND MIDDLE SCHOOL
PARENT-TEACHER CONFERENCES

Dear Parent/Guardian:

The Howland Middle School will hold "Parent-Teacher Conferences" on **Thursday, February 9, 2017 from 2:40 until 9:00 p.m.** Teachers, counselors and administrators will be available.

There are a limited number of conference spaces available, so if you have a special concern and would like to meet with your child's teacher, please complete and return this letter no later than **January 26, 2017. Conferences will be scheduled on a "first-come first-served" basis.** Conferences will not be scheduled over the telephone. Failure to submit this form on time, may prohibit you from obtaining a conference time slot.

If you have more than one student here at HMS, **please send in only ONE form.** Please list all teachers you wish to have a conference with.

Please note that the 2nd semester begins January 23, 2017. Thus, you must **schedule for 2nd semester teachers.** Please verify with your student the name of their 2nd semester teacher(s). Conferences will not be scheduled with 1st semester teachers.

Every attempt will be made to schedule you at a convenient time. Please indicate below your **1st time preference.** Also explain any specific time restraints on the line below.

Please remember: Completed forms due back to the school office by January 26th.
Fill in your time preference below.
Only list 2nd semester teachers.
Your student will bring home a confirmation of your conferences on February 2nd.
Please retain this confirmation for your reference.

Conference Day: Thursday, February 9, 2017.

Student(s) _____ Grade(s) _____

I would like a conference with the following teacher(s), counselor and/or administrator:

Teacher's Name	Room #	Teacher's Name	Room #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Time Preference: _____ 2:40 - 5:30 p.m. _____ 6:00 - 9:00 p.m.

Explanation: _____

In the event that we were unable to schedule an appointment with a teacher, please contact your child's counselor. (Grade 6: Mrs. Gumino; Grades 7 & 8: Mr. Scirocco) School Counselors' phone number is 330-856-8256.

Parent/Guardian Signature: _____

Telephone numbers: Home: _____ Cell: _____