

PARENT-TEACHER CONFERENCE FORM

Student _____

Teacher _____

Dear Parents:

The third Parent-Teacher conference of this school year will be held **Thursday, May 18**. 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 1:00 to 3:00 p.m.
- _____ Thursday afternoon 3:00 to 5:00 p.m.
- _____ Thursday evening 6:00-9:00 p.m.

Please return this form by Monday, May 8. 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), Mrs. Hammer (art), Ms. Dennen (music) Mrs. Zielinski (German)

Parent's Signature
