

Parent Teacher Conference Request Form

Dear Parents:

Patrick Henry High School invites you to participate in parent/teacher conference **days** on **Thursday, Oct. 27, 2016 from 1:45 p.m. to 6:45 p.m. or Monday, Nov. 7, 2016 from 8:30 a.m. to 11:30 a.m.** The appointments are with each teacher individually and are scheduled 15 minutes apart. We will make every effort to make an appointment that will accommodate your schedule. We will start scheduling on Monday, October 10, 2016.

Please assist us to ensure that the teacher knows of your interest and will be available to meet with you. Use this form to request conferences and return the form as soon as possible to the School Counseling Center. Appointments are scheduled on a first request basis with written requests taking precedence over phone requests. Your prompt response and understanding is appreciated. Please keep in mind that a parent-teacher conference can be arranged at any time during the year through your Counselor.

We ask that parents have their student supply them with the teachers' names. We will schedule your appointments and send a confirmation home with your student. **Please return this request form to the School Counseling Center to Mrs. Osborne by Tuesday, October 25, 2016. You may Fax the form to 365-8027 or email it to cosborne@hcps.us.**

Parent's Name: _____

Daytime Phone: _____

Fax Number: _____

Student Name: _____

I would like to visit the following teachers:

Preferred DATE: _____

1. _____

Preferred Starting Time:

2. _____

_____ 1st choice

3. _____

_____ 2nd choice

4. _____

_____ 3rd choice

5. _____

6. _____

7. _____

All appointments must be scheduled in writing in advance. Thanks for your help!