

STUDENT: _____



*It's time to sign up for...
Parent Teacher Conferences!*

At the end of the first quarter ALL 6th grade teachers are available to meet with parents regarding their student's progress thus far in the school year. Every effort will be made to place you in your first choice. Returned forms will be scheduled for a conference time on a **first come first serve** basis. *Teachers will notify you of your scheduled day and time via your student's agenda.*

**Please complete this form and return it to
MS. SMOLAREK IN ROOM 308
as soon as possible.**

**ALL FORMS DUE NO LATER THAN FRIDAY
OCTOBER 18th.**

Step 1: Determine which TIME is best for your home/work schedule.

Step 2: Rank order available TIMES
(Please give us a 1st choice, 2nd choice, and 3rd choice)

Step 3: Return to MS. SMOLAREK in 308 either on this paper or by email to Smolarekk@fccps.org

Monday -- November 4th, 2013

- _____ 7:30 - 8:20 am
- _____ 8:30 - 9:20 am
- _____ 9:30 - 10:20 am
- _____ 10:30 - 11:20 pm
- _____ 12:30 - 1:20 pm
- _____ 1:30 - 2:20 pm
- _____ 2:30 - 3:20 pm
- _____ 3:30 - 4:20 pm
- _____ 4:30 - 5:20 pm

If these times do not work for you, please let us know by checking the boxes below:

- Unable to attend parent conferences*
- Don't feel you need a conference at this time*
- Would like a conference, but at another time*

Parent Signature:

Answers to Frequently Asked Questions about 6th grade conferences.

How do I sign up?

You return the slip with your 3 top choices to Kathryn Smolarek in room 308 or by email to smolarekk@fccps.org or by phone at 703-720-5797.

How do I find out what time I received?

A notice will be sent home with your child on October 25th or contact Kathryn Smolarek after the 25th.

What can I expect at conferences?

These are **short** face to face conferences with each teacher separately. They are between 3 and 5 minutes long. The teachers have been asked to give you an overview of your child's strengths and weakness in their subjects and answer any questions you have about their class.

What happens on the day of the conference?

1. Parents arrive during the 50 minute window and sign in at the front office. Parents then come to the 3rd floor where there will be a sign in desk and any additional information. Please just check off your child's name.

2. Parents then proceed to the door of whichever teacher they would like to begin with. There will be chairs outside teacher doors for you to wait.

3. Teachers will invite parents into the classroom and have the short conference with the door closed. When the conference is over, teachers will open the door so the next parent can come in.

4. Once a conference is finished, that parent moves on to the next teacher they would like to see.

How do parents select which teachers to see?

Please check power school prior to coming to the conference and you will have a list of your child's teachers this year. Parents then choose which teacher to see. Some parents decide based on short lines, some decide based on a need of their child and some just go in order down the subjects. It is up to you.

Will I be able to see Foreign Language and Encore teachers?

Yes they will be available in their rooms on this day also using the same system, but remember they teach 6th, 7th and 8th graders so their times may overlap.

What should I do if I am running late?

Come anyway! You may not see all the teachers but you can squeeze in some. If you cannot make it, that is okay, we usually try to schedule a make-up time in the next couple weeks.