

Parent-Teacher Conference Sign-up Form – Sierra Elementary School – Spring 2013

Parents:

Sierra’s Parent-Teacher Spring Conference window is Monday, Feb. 25, through Friday, March 1. Evening conferences are scheduled Wednesday, Feb. 27. Conferences are not mandatory but provide a chance to chat about your child’s progress and what to consider for next year.

Using the chart below, please choose **THREE** possible conference times by writing in “FIRST,” “SECOND” and “THIRD” in the open spaces to indicate your first, second and third choices. Typically, I’m able to schedule everyone using their first or second choice.

Please note: The chart below does not include morning conference times. Mornings are very rushed and conferences are often cut short by the bell. If a morning conference is your only option, please write in a day on the line provided. The time would be 7:15 – 7:30 a.m.

If you do not wish a conference, please check the appropriate box below and sign your name.

When you are done completing the chart, please send this sheet back to class with your student. I will create a master schedule and will send you an email to confirm your conference time if you requested one.

	Monday Feb. 25	Tuesday Feb. 26	Wednesday Feb. 27	Thursday Feb. 28	Friday March 1
1:00 – 1:15					
1:20 – 1:35					
1:40 – 1:55					
2:00 – 2:15					
2:20 – 2:35					
2:40 – 2:55					
3:00 – 3:15					
3:20 – 3:35					
3:40 – 3:55					
4:00 – 4:15					
4:20 – 4:35					
4:40 – 4:55					
5:00 – 5:15					
5:20 – 5:35					
5:40 -5:55					
6:00 – 6:15					
6:20 – 6:35					
6:40 – 6:55					

Parent Name _____ Child’s name _____

☐ I require a morning conference. Day requested: _____

☐ I do not wish to schedule a conference at this time. Parent signature _____