

CONLEY ELEMENTARY SCHOOL

Parent/Teacher Conferences

Dear Parents and/or Guardians:

We are approaching the middle of the first grading period at Conley Elementary School. We have scheduled **Aug. 28th and Aug. 29th (Wed. & Thurs.)** as Parent/Teacher Conference Days. Your child's teacher will lead this particular conference.

Your child's teacher will utilize this conference to discuss your child's academic and social progress, focusing on strengths and areas of concern. Your child's work products will also be shared and progress reports will be given out.

All students (grades K-6) will be dismissed at 11:30 a.m. on **Wednesday, August 28th** and **Thursday, August 29th**.

Please complete the bottom portion of this form, and promptly return it to your child's teacher (***by Wednesday, August 21st***). Confirmation with a time and date will be sent home with your child on Friday, August 23 or Monday, August 26.

RETURN BOTTOM PORTION TO CLASSROOM TEACHER by Wednesday, August 21st

Child's Name: _____

Teacher's Name: Ms. Lawler

_____ I can come for a conference at any time. I will be waiting for an assigned time.

_____ I would prefer a conference on one of the following days:

_____ Wed (8/28/13) 1:00-4:40pm

_____ Thu (8/29/13) 1:00-3:00pm

_____ Thu (8/29/13) 3:00-5:00pm

_____ Thu (8/29/13) 5:00-6:40pm

*****Parents:** This schedule does not allow me to be able to see all parents who work day hours during evening conferences. I encourage you to consider taking a half day off of work to spend with your child and allow more flexibility in scheduling 25 conferences. Thank you for your consideration.

_____ I cannot make it for a conference during conference week, but would appreciate a phone conference. (This is an option available for a parent who might be out of town during this time.)

My phone number is: _____.

To facilitate and coordinate time for families that have more than one student at Conley Elementary, please list brothers and sisters that attend this school.

Brother / Sister

Teacher / Grade

