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To: Parents and Guardians
From: Mrs. Michele Alexander
Re: Parent/Teacher Conferences
Date: October 11, 2018

In a few short weeks, the teachers will be scheduling appointments for parent/teacher conferences. This is a wonderful opportunity for parents and teachers to come together to discuss the accomplishments and progress of the students. All children may be present for the conferences, and we strongly encourage the 4th – 8th graders to attend and join in the discussion.

This year, we are holding conferences on Monday, November 19th and Tuesday, November 20th. Below, you will find the times and dates the teachers will be available. When completing the form **please mark two or three time slots** that will work with your schedule.

If you have a middle school student, all you need to do is write “**MS**” under teachers, and you will be assigned a time to meet with the middle school teaching team. There will be more information coming on how the middle school conferences will be run.

Please return this form by October 30, 2018, so we can honor your choice of conference day and time.

Please write on the line 1 for your first preference, 2 for your second choice, 3...etc.

Monday, November 19th

2:00 – 4:15 _____

5:30 – 7:45 _____

Tuesday, November 20th

2:00 – 4:15 _____

4:30 – 5:45 _____

Student Name(s)

Grade

Teachers

Signature of Parent/Guardian