



## EVERGREEN AVENUE SCHOOL

160 N. Evergreen Avenue  
Woodbury, NJ 08096  
856-853-0123 fax 856-423-2867

Mrs. Tonya Breland  
Principal  
[tbreland@woodburysch.com](mailto:tbreland@woodburysch.com)

October 2007

Dear Parents/Guardians:

Your child's teacher will be scheduling a conference with you. Conferences are scheduled in twenty minute blocks, most are between the hours of 1:45 and 3:00 pm on the afternoons listed below. Morning conferences will be held on Wednesday, November 21<sup>st</sup> and evening conferences will be held Tuesday, November 20<sup>th</sup> beginning at 6:00 and ending at 8:00 pm (last conference at 7:40). The evening hours are strictly for those individuals who cannot make a daytime appointment. There is limited availability and all appointments are scheduled on a first come, first serve basis. Please indicate your choice by inserting '1', '2', '3', and '4' next to the options in order of your preference. Since there are many conferences to be scheduled, please understand that it may be impossible to schedule all conferences on the day of your first choice.

Monday, November 19	_____	(1:45-2:40)
Tuesday, November 20	_____	(1:45-2:40)
Tuesday, November 20	_____	(6:00-7:40)
Wednesday, November 21	_____	(until 12:25)

Student's Name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you wish an appointment with any of the special area teachers, please indicate this by listing the teachers you would like to see in the spaces below:

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

**Please return this form to your child's teacher by Friday, November 2<sup>nd</sup>.** Requests for conferences received at a later date may be difficult to arrange. You will receive a verification notice shortly.

Sincerely,

Tonya Breland  
Principal

