

October 2008

Dear Parents/Guardians:

Your child's teacher will be scheduling a conference with you. Conferences are scheduled in twenty minute blocks at the times listed below. 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. **Families with more than one child are scheduled first.** 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 24	_____	(1:45-2:40)
Tuesday, November 25	_____	(1:45-2:40)
Tuesday, November 25	_____	(6:00-7:40)
Wednesday, November 26	_____	(9:15-12:25)

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 Thursday, October 30th. Requests for conferences received at a later date may be difficult to arrange. You will receive a verification notice shortly.

Sincerely,

Mrs. Tonya Breland
Principal