



EVERGREEN AVENUE SCHOOL
 160 N. EVERGREEN AVENUE
 WOODBURY, NJ 08096
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Tonya Breland
Principal

October 2009

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 23 | _____ | (1:45-3:05) |
| Tuesday, November 24 | _____ | (1:45-2:25) |
| Tuesday, November 24 | _____ | (6:00-7:40) |
| Wednesday, November 25 | _____ | (9:15-12:15) |

| 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 29th. 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

Excellence Through Tradition and Innovation