



WEST END MEMORIAL SCHOOL

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Vincent Myers, Principal
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October 24, 2007

Dear Parents/Guardians:

Your child's teacher will be scheduling a conference with you. Conferences are scheduled in twenty minute blocks. Most conferences will be between the hours of 1:45 and 3:00 p.m. on one of the afternoons listed below. Conferences will be held in the morning hours on Wednesday, November 21st. Conferences, which are held in the evening on Tuesday November, 20th beginning at 6:00 and ending at 8:00 p.m. (last conference at 7:40), are strictly for those individuals who cannot make a daytime appointment. There is limited availability and these will be 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)

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

Student's Name

Signed: _____
Parent/Guardian

Please return this form to your child's teacher by Tuesday, October 30th. Requests for conferences received at a later date may be difficult to arrange. You will receive a verification notice shortly.

Sincerely,

Vincent Myers
Principal

Building upon our history, diversity and convictions, the Mission of the Woodbury Public Schools is to educate all of our students to be responsible citizens who excel in their endeavors and meet life's challenges with courage and confidence; this is accomplished by providing strong academic and co-curricular opportunities, delivered by skilled and dedicated individuals, in partnership with a small, supportive community.