



WEST END MEMORIAL SCHOOL

215 Queen Street
Woodbury, New Jersey 08096
Phone (856) 853-0123
Fax (856) 853-2667

Vincent Myers, Principal
vm Myers@woodburysch.com

October 23, 2008

Dear Parents/Guardians:

As per district practice, all parents/guardians are required to conference with their child's teacher. In order for this to occur, 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 26th. Conferences, which are held in the evening on Tuesday, November 25th 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 24	_____	(1:45-2:40)
Tuesday, November 25	_____	(1:45-2:40)
Tuesday, November 25	_____	(6:00-7:40)
Wednesday, November 26	_____	(until 12:25)

Also, if you have more than one child at West End, please list each child below so that we can better accommodate you during conference scheduling:

Child's Name / Teacher

Child's Name / Teacher

Child's Name / Teacher

Child's Name / 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:

Special Area Teacher

Special Area Teacher

Signature of Parent/Guardian

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,

Vincent Myers
Principal