

Parent/Teacher Conferences – Fall 2017

Dear Parents:

Conferences present an opportunity for parents and teachers to meet and discuss a student’s progress and adjustment to the school year. Three conference dates are available to help accommodate your schedule.

CONFERENCE DATES & TIMES

Tuesday, November 14 4:00 – 8:00 pm

Thursday, November 16 4:00 – 8:00 pm

Friday, November 17 1:00 – 5:00 pm

School Board Availability

Members of the School Board will also be available to talk to on a drop-in basis at the following times:

Tuesday, November 14: 4:00 – 8:00 pm

Thursday, November 16: 4:00 – 6:00 pm

School will not be in session Wednesday, November 22 – Friday, November 24 for Thanksgiving Break.

Please arrive promptly at your appointed time so that later conferences will not be delayed. Conferences are scheduled in 15 minute increments. Please be mindful that others are waiting to speak with teachers. If you feel that your conference needs to be more than 15 minutes, please contact the teacher via e-mail to arrange for a separate meeting time.

We schedule conferences on a first come, first served basis. **Please return this completed form ASAP to the academy office but no later than Friday, November 10.** Scheduling will be completed for the entire family for the date you select. The larger your family the more important it is to get your conference form in early. If you need to start conferences for your family after a specific time, please indicate that below. You will be receiving confirmation of your conference time.

Please contact the school office if you have any questions.



Family Name: _____

Please indicate preferred date and if there is a specific time that you need conferences to start: _____

_____ Tuesday, November 14 4:00 – 8:00 pm (last conference scheduled for 7:45 pm)

_____ Thursday, November 16 4:00 – 8:00 pm (last conference scheduled for 7:45 pm)

_____ Friday, November 17 1:00 – 5:00 pm (last conference scheduled for 4:45 pm)

Names and **Grades** of Children _____
