

## PARENT TEACHER CONFERENCE REQUEST

October 22, 2018

Dear Parents,

Parent teacher conferences will be held during the after school/evening hours beginning at 3:00 p.m. on Thursday, November 8 and Tuesday, November 13. At this time the faculty and I would like to begin scheduling a fifteen minute conference appointment with each of your child/children's teachers. Conference appointments for families with more than one child will be scheduled consecutively (back to back), to make it easier and more convenient for parents. We will try to honor special requests on conference appointment times if we are able. However, due to the large amount of scheduling, please request a special appointment time only if absolutely necessary.

**If you would please return this slip on/before Monday, October 29, we will schedule conference appointments. Your scheduled conference appointment will be sent home on Thursday, November 1 with your youngest Assumption student. Thank you!**

Mr. Johnson

### SPECIALIST CONFERENCES

Specialist teachers will be available at the following times if you would like a conference to correspond to their attendance schedule:

Ms. Paula Kangas, Tech & Phy-Ed .....Thursday, November 8, 3:00-7:00  
Mrs. Lanae Ronchetti, Music .....Monday, November 5, 2:20-4:30  
Mrs. Tina Trullinger, Title One.....Tuesday, November 13, 3:00-7:00

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### I WOULD PREFER A CONFERENCE ON: (Check one)

Thursday, November 8 • 3:00-5:00 p.m.       Tuesday, November 13 • 3:00-5:00 p.m.  
 Thursday, November 8 • 5:00-7:00 p.m.       Tuesday, November 13 • 5:00-7:00 p.m.

Family Name \_\_\_\_\_

PK-6<sup>th</sup> Grade Student(s) Name \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Conference appointments will be scheduled following the conclusion of either school day, and will continue until early evening. Please include a specific request for a conference time if it is needed:

\_\_\_\_\_

\_\_\_\_\_

Kids Club will be available until **6:00 p.m.** during your scheduled conference for children ages 36 months and up.

**Must pre-register by Tuesday, November 6. Drop-ins NOT AVAILABLE.**

Names of children needing Kids Club & ages \_\_\_\_\_

**Please sign and return this note by Monday, October 29. Thank you!**

Parent Signature: \_\_\_\_\_