

## Parent-Teacher Conferences

**Tuesday, November 18 (1:30-4 p.m.)**

**Thursday, November 20 (6-9 p.m.)**

### **\*\*2008 REQUEST FORM\*\***

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

#### **Instructions for Parents**

Please select your teacher and conference preferences (day/early or late) as listed below. Check the enclosed teacher list for room assignments on the conference days and keep it for future reference. Teachers will make every effort to accommodate your requests. *Do not list conference times.* Only the teachers should list conference times and room assignments.

#### **Instructions for Students**

After your parents complete their teacher requests, take this form to those teachers listed below. After all listed teachers assign conference times, take the completed form back home and return it to your parents.

#### **Instructions for Teachers**

Assign conference times per requests, list room numbers, and return form to student. Keep a master list for yourself and one for posting outside your room on the conference days. Make certain to give the Guidance Department a copy of the master list by Thursday, November 13.

Check preference:     early (1:30-2:45 or 6:00-7:30)  
                               late (2:45-4:00 or 7:30-9:00)

<u>Teacher's Last Name</u>	<u>(Tues.)</u>	<u>(Thurs.)</u>	<u>Teacher Assigned Conference Time</u>	<u>Room</u>
1. _____	[ ]	[ ]		
2. _____	[ ]	[ ]		
3. _____	[ ]	[ ]		
4. _____	[ ]	[ ]		
5. _____	[ ]	[ ]		
6. _____	[ ]	[ ]		
7. _____	[ ]	[ ]		

All forms should be completed by teachers no later than Wednesday, November 12.