

PARENT-TEACHER/COUNSELOR CONFERENCE FORM

STUDENT NAME: _____ **GRADE:** _____

Directions for Parents:

1. First determine whether you will attend the Afternoon Session or the Evening Session and check the appropriate box.
2. List the teachers, and their subjects, or counselor with whom you wish to meet. Time will not allow us to schedule all of your child's teachers/counselors. Please select up to four teachers and one counselor with whom you most wish to speak.
3. Give this form to your child to return to the school.
4. Look for your child to bring the form home with appointments listed no later than November 20th.

Monday, November 23 1:00 – 3:00 pm (A-L)

Monday, November 23 5:00 – 7:00 pm (ALL)

Tuesday, November 24 1:00 – 3:00 pm (M-Z)

TEACHER/COUNSELOR	SUBJECT	ROOM	APPOINTMENT

Directions for Students:

1. Bring this form to school. Take it to each class or to the counselor that your parents have listed.
2. Your teacher or counselor will schedule appointments with you. Make note of teacher/counselor, subject, room and time on this form.
3. Be sure to leave traveling time between appointments for your parents.
4. When you have this form completed, take it home to your parents.

Notes:

1. No appointments to see teachers or counselors will be made by phone.
2. This is the only copy of your appointment schedule.
3. Please see reverse side for listing of rooms in which teachers will meet with parents.