February 12, 2014

Dear Parents,

Take advantage of the opportunity to meet face-to-face with your child’s teacher to discuss his/her progress during Parent Teacher Conferences! Conferences are scheduled for Tuesday, March 4th and Thursday, March 6th from 4:30 to 8:00 PM. Please complete the bottom portion of this form and return it to school with your student by Wednesday, February 19th to schedule your conference.

Sincerely,

Emily Pavia

Principal

(Teacher Name)

(Student Name) (Parent(s) Names)

\_\_\_\_\_ I would prefer conferences on Tuesday, March 4, 2014

\_\_\_\_\_ I would prefer conferences on Thursday, March 6, 2014

\_\_\_\_\_ I am available on either date.

For your convenience, we like to schedule conferences for families with siblings as close together as possible, but we do try and avoid scheduling them back to back (We prefer to allow 15 minutes BETWEEN sibling conferences if at all possible).

Please list the names of each child attending Independence in the space provided below.

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher/Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher/Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher/Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teacher/Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_