

October 5, 2011

Dear Parents,

Parent/ Teacher conference days are quickly approaching. They are on **October 20th & October 25th**. I want to schedule you for a parent/teacher conference at a time that is convenient for you. Please fill out the bottom portion and ***return it to me as soon as possible***. If you have other children at the elementary school, I will attempt to coordinate conference times as best I can with the teacher(s) of your other child(ren) so you will hopefully have to make only one trip to school for conferences. **Please rank the following choices 1, 2, or 3, with 1 being your top choice.**

_____ During the day Thursday, Oct. 20th (8:00 a.m.– 3:00 p.m)

_____ After 4:00 pm. on Thursday evening Oct. 20th (3:00–7:00)

_____ Tuesday Oct. 25th (4:00–7:00)

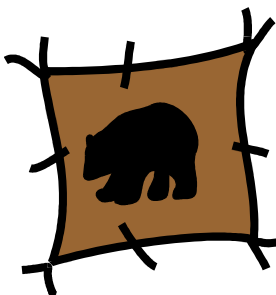
_____ I am available to come during a different day of the week
(During my planning time 12:20–1:00)

_____ I can come in for a conference at 3:05 and a good day would be _____.

Name _____

Child _____ Phone # _____

Please list any other children you have in grades 2–5 and their teachers.



Thank you,
Samantha Nelson