



Summit Road Elementary School Parent/Teacher Conferences

Student Name: _____

Dear Parents:

Conference time is approaching! Conference days set aside are **Thursday, November 10 and Tuesday, November 15, 2011.** Please return the following completed information by **Wednesday, November 2** as a schedule needs to be made soon. Thank you for your co-operation.

_____ Teacher requests a conference.

_____ Teacher does not feel the need to conference at this time.

_____ I would like to meet with the teacher. (Parent)

_____ I cannot attend, but would like to schedule a phone conference (Parent)

_____ I also have a conference with _____ . (Parent)
Please see if times can be coordinated.

If a conference is requested, please check the desired time frame.

Thursday, November 10

_____ 4:00 – 6:00 PM

_____ 6:00 – 8:00 PM

Tuesday, November 15

_____ 4:00 – 6:00 PM

_____ 6:00 – 8:00 PM

A confirmation note will be sent to you with a specific time once we receive this information.

Sincerely,

Miss Katie Appel
Classroom Teacher
Summit Road Elementary School