November 2, 2015

Dear parents and guardians,

At this point I am scheduling conferences for November 23 and 24. If you wish to schedule a conference about your student’s progress in English 10, please fill out and return the information below.

I am only scheduling conferences from 7:15 AM until 2:45 pm on Monday, November 23 and Tuesday, November 24.

 I am not available during the evening for conferences or phone calls.

I will attempt to schedule you for your first selection.

I can also email or call if that works better for you.

Please sign and return this paper.

Choose ONE option:

\_\_\_\_\_ I am requesting a conference for my student on Monday /Tuesday (circle one) at

 \_\_\_\_\_\_\_\_\_ (time) or \_\_\_\_\_\_\_\_\_\_ (time).

\_\_\_\_\_\_ Please call me during day at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(day time phone number).

\_\_\_\_\_\_ Please email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email address).

\_\_\_\_\_\_ I do not require a conference at this point.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (required)

Thank you,

Christine Bowe

Students – returning this paper is a grade. Returning it after the due date will result in a 50% deduction in the grade. Ouch! Turn it in by the due date!