



November 1, 2016

Dear Red Hawks Parents/Guardians,

Parent-teacher conferences will be held on **Monday November 7th from 4:30-7:00pm** and **Wednesday November 9th from 4:30-7:00pm**. Below you will find the available time slots for 15 minute conferences with your child's teacher. Please select your top three choices for times to meet with teachers and write times on the lines below. Please indicate if you would prefer a telephone conference. Once you have made your selections, send the bottom of this notice to school with your child by **Friday November 4th**. Conference times are awarded on a first come, first serve basis. We will do our best to accommodate your time and date requests.

MONDAY November 7th 430-7pm	WEDNESDAY November 9th 430-7pm
4:30PM 5:45PM	4:30PM 5:45PM
4:45PM 6:00PM	4:45PM 6:00PM
5:00PM 6:15PM	5:00PM 6:15PM
5:15PM 6:30PM	5:15PM 6:30PM
5:30PM 6:45PM	5:30PM 6:45PM

*******Complete and return to HR teacher by Friday November 4th*******

Student Name _____

Parent/Guardian Name _____

Homeroom Teacher _____

1st Choice _____ **2nd Choice** _____ **3rd Choice** _____

Phone Number _____

Available Days and Times for Phone Conferences (list three)
