Dear Parents/Guardians,

Parent/Teacher Conferences (November 7th and 12th) are rapidly approaching. In addition to the conferences, we are also offering phone conferences as another option to best fit your schedule. Please check off the option that you prefer, and have your child return it to his/her homeroom teacher by **Wednesday, October 30th**. If you are currently satisfied with your child's progress, do not feel obligated to schedule a conference. If you would like to meet with any of your child's cross-team teachers (foreign language, art, etc.), please check the appropriate box and provide the needed information. We look forward to hearing from you.

☐ I would like to schedule an in-person conference with my child's teachers.
I would prefer: ☐ November 7th AFTERNOON (11:45 am-2:15 pm)
☐ November 7th EVENING (6:00 pm-8:00 pm)

☐ November 12th EVENING (6:00 pm-8:00 pm)

*** This does not guarantee that we will be able to schedule you on this day. We will schedule you on a first come, first serve basis.**

☐ I would like to schedule a phone conference with my child's teachers.
Date available for phone conference: ☐ November 6th
☐ November 12th
My phone number is: _____

Teams will schedule the call at their earliest opportunity during common planning time.

☐ I am satisfied with my child's progress and do not feel that a conference is necessary at this time.

Cross-Team Teacher:

☐ I would like to schedule a conference with my child's non team teacher. Art teachers are available for drop-ins.

Teacher/subject: _____
Teacher/subject: _____
Teacher/subject: _____
Teacher/subject: _____

Child's Name: _____

Parent's Name: _____

Child's Team Name and Grade: _____

Sincerely,
Coakley Middle School Teachers