

Dear Parent of _____,

This letter is to confirm your Student Led Conference appointment time in the Silver Team pod on _____ from: _____.

Please plan a bit of extra time to pick up your student's report card at the front entrance, while they precede you to our pod area. You and your student can then begin your conference in their third period classroom when you arrive with the grade report.

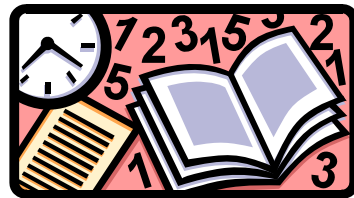
During the conference, your child will show you the systems for each classroom as well as where information can be found in the pod area. You will see samples of student work from each class, and your son or daughter will describe their goals for the second quarter.

The teachers will facilitate and observe from the pod area without interrupting the wonderful presentations we are sure you will hear! We will be available to answer brief questions after each set of conference times. If you run over the allotted time with your student and would like to hear the remainder of their talk, you may use an overflow table in the hallway or see one of us to sign out the folder to take home (keeping in mind that it will need to be returned by the following Monday.)

The elective classes your student takes are also important. Most of the elective teachers are available in the MPR or the Gym. Others will have posted signs describing where they are located. Set aside some time to visit these teachers also.

Please take a moment to complete the bottom portion of this letter by filling in the times from above. Then sign it and have your child return it to us tomorrow. Hold on to the above portion as a reminder to post on the fridge, a door, or a calendar! Please contact us immediately if there is a problem with your time. Our number is 742-8280.

----- cut along this line and return the bottom portion -----



Student Led Conference Confirmation

This is to confirm that **First Last's** conference time will be on April 10th from : TIME

Parent signature to confirm time of appointment _____