

November 1, 2004

Dear Cassiopeia Parents and Guardians,

Fall Conferences will take place on **Thursday, November 18, 2004**. These will be student led conferences that include the student, parent/guardian(s), and Cassiopeia teachers, but will be led by your child. Our goal is to have 100% attendance so all Cassiopeia students have the opportunity to show off their strengths and talk about areas they need to improve as they make the transition from elementary school to middle school. Students will have a portfolio of their work and a brief presentation to share with us during their 15 minute conference.

Listed below are the times available for conferences. Please rank the best times for you by placing a 1, 2, 3, or 4 next to the times you prefer. If you are completely flexible please check off the "anytime" choice so we can better accommodate everyone's needs. **Please have your child return this form to us no later than this Thursday, November 4th**, so we can begin scheduling conferences and confirming times. We will schedule conferences in the order we receive the forms back from students.

You will receive a confirmation note by Monday, November 15th. Please call or email Mrs. Wrenn (742-3686; wrenn_laura@asdk12.org) if you need confirmation sooner. We look forward to seeing you and hearing your child's presentation on November 18th!

Please return this
portion to
Mrs. Wrenn before
the deadline
for extra credit

Student Name _____
Parent/Guardian(s) names _____
Phone number _____
email address _____

RANK YOUR TOP FOUR CHOICES OF NOVEMBER 18TH MEETING TIMES:

_____ 11:30 a.m.	_____ 1:45 p.m.	_____ 5:00 p.m.
_____ 11:45 a.m.	_____ 2:00 p.m.	_____ 5:15 p.m.
_____ 12:00 p.m.	_____ 2:15 p.m.	_____ 5:30 p.m.
_____ 12:15 p.m.	_____ 2:30 p.m.	_____ 5:45 p.m.
_____ 12:30 p.m.	_____ 2:45 p.m.	_____ 6:00 p.m.
_____ 12:45 p.m.	_____ 4:00 p.m.	_____ 6:15 p.m.
_____ 1:00 p.m.	_____ 4:15 p.m.	_____ 6:30 p.m.
_____ 1:15 p.m.	_____ 4:30 p.m.	_____ 6:45 p.m.
_____ 1:30 p.m.	_____ 4:45 p.m.	_____ anytime