

October 24, 2005

Dear Parent of \_\_\_\_\_ ,

This letter is to confirm your student-led conference appointment time on **Tuesday, November 8** at \_\_\_\_\_. Conferences will be 20-minutes long. Please feel free to conference with elective teachers in their respective classrooms after your scheduled conference.



Please be prompt. Allow enough time to pick up your child's report card at the front entrance. You and your child should then report to your scheduled classroom. While your child is sharing his/her portfolio with you, one of the core teachers will be available to support students and address questions or concerns. The other core teachers will make it a point to drop into the conference, too.

Your child is being provided an opportunity to reflect on his/her goals, successes, and areas for improvement. Your child's appearance at the conference is not optional.

Please take a moment to complete the bottom portion of this letter. Return it to your child's 3<sup>rd</sup> period teacher tomorrow or as soon as possible. We look forward to seeing you.

Sincerely,

Name of your team

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**CONFERENCE CONFIRMATION**

*This is to confirm my child's scheduled conference on Tuesday, November 8.*

Child's name \_\_\_\_\_

Scheduled Conference Time \_\_\_\_\_

Room \_\_\_\_\_

Parent Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_