



October 26, 2005

Dear Parent/Guardian of _____ ,

Your student-led conference has been scheduled for **Wednesday, November 9th** at _____ in room _____. You are also scheduled for your child's special education quarterly review with Mrs. Price at _____ in room _____. Each conference will be 15 minutes long. Please plan to conference with elective teachers 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 or her portfolio with you, one of the core teachers will be available to support students and address questions or concerns.

Your child is being provided an opportunity to reflect on his or her goals, successes, and areas for improvement. **Since your child is leading the conference, his or her attendance at the conference is necessary.**

Please take a moment to complete the bottom portion of this letter. Return it to your child's 4th period teacher tomorrow or as soon as possible. We look forward to seeing you.

Sincerely,
Alatna Team

CONFERENCE CONFIRMATION

This is to confirm my child's scheduled conference on Wednesday, November 9.

Child's name _____

Scheduled Conference Time _____

Parent Signature _____

Phone Number _____ Email Address _____