



Romig Middle School
 2500 Minnesota Drive
 Anchorage, Alaska 99503
 (907) 742-5200

April 10, 2006

Dear _____,

On Wednesday, April 19th the Zaire Team will be conducting student-led conferences. This means that I will be showing you my notebooks and selected work from all of my core classes and explaining my accomplishments for third quarter. During our conference we should listen to each other, ask questions, focus on the positive, and support each other.

After, you have had the opportunity to discuss my grades and performances with me, then we will check in with one or more of my team teachers to discuss their views on my progress and to clarify any questions that come up. After the conference we can visit my elective teachers in the library, and check out an AR book or return a late book.

My third period teacher, _____, is scheduling the conferences and would like you to pick a 20-minute time slot from the ones below for our conference. Please label your top **three choices** from the times below (1 being the best time, 2 second best, and 3 third best). Then I will bring this back to my teacher and she/he will confirm with you.

Sincerely,

11:30 - 11:50 _____	2:00 - 2:20 _____	5:30 - 5:50 _____
12:00 - 12:20 _____	2:30 - 2:50 _____	6:00 - 6:20 _____
12:30 - 12:50 _____	4:00 - 4:20 _____	1:00 - 1:20 _____
4:30 - 4:50 _____	1:30 - 1:50 _____	5:00 - 5:20 _____

Student Name - Print _____

Parent Name(s) - Print _____

The Conference will be held in Room _____