

West Middle School
Parent-Teacher Conference Schedule Form – Spring 2012

Please complete the bottom of this form and return it to your child's 1st hour teacher as soon as possible, but no later than Wednesday, January 25. We will schedule MATH conferences on a first come first serve basis.

Thank you,

West Middle School

* Please read the attached letter for the exact dates and times of teacher availability.

You will receive a confirmation letter in the mail approximately one week prior to conferences.



Return to your child's 1st hour teacher ASAP, but no later than Wednesday, January 25

CHILD'S NAME: _____ GRADE: _____ Math Teacher: _____

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Please select one of the options below:

_____ I do not feel a conference is needed at this time.

_____ I am unable to attend due to personal or school circumstances. I will contact the specific teacher(s) via e-mail with whom I need a conference and make arrangements to communicate about my child's progress. (WMS Staff e-mail list is on the back of cover letter).

_____ I would like to attend West Middle parent teacher conferences and prefer the date checked below, please check one:

_____ Tuesday, February 21, 5:00 - 8:45 p.m.

_____ Wednesday, February 22, 2:00 - 4:00 p.m.

_____ Wednesday, February 22, 5:00 - 8:15 p.m.

_____ No preference. Either date will be fine.

**Students will be dismissed
at 1:20 p.m. on February 22**

A confirmation of a scheduled math conference will be sent to you. All other teachers can be seen before or after the math conference and within the conference time spans. Please note that we may not be able to accommodate all requests. The "notice of confirmation" will be used to communicate this scenario and parents will be re-directed to personally contact any or all of their child's teachers.

Parent Signature/Date