



January 24, 2019

Dear Parents,

The Parent-Teacher-Student conferences will be held on **Wednesday, February 13 from 2:00 p.m. to 7:00 p.m. and on Thursday, February 14 from 7:30 a.m. - noon.** Students are **required** to attend the conference with their parents. This is counted as a day of attendance and students will receive an unexcused absence if they do not attend. There will be no regular school on the afternoon of Wednesday, February 13 or Thursday morning, February 14. (*We have a 1:15 p.m. early dismissal on Wednesday, February 13.*) The school will be closed for Winter Break on Friday, February 15, and Monday, February 18.

If you are **not intending** to participate on one of the scheduled conference days, your child's teacher may agree to arrange an alternative time to meet with you after February 18. **However, your child will still receive an unexcused absence for missing the original conference day.**

Please complete the form below and have your oldest or only child return it to their homeroom teacher by **Friday, February 1.** Every effort will be made to honor your preference for the time of your conference. This letter will be returned to you by Thursday, February 7 indicating the time of your conference(s).

These conferences provide an excellent opportunity for all of us to reflect on the school year to date and on how your child has adjusted to the expectation of his/her learning environment. Should you have any questions, please do not hesitate to contact the school office. We thank you for all your support and cooperation.

CONFERENCES ARE ONLY HELD
Wednesday, February 13 and Thursday, February 14, 2019

I prefer (please mark 1st, 2nd and 3rd choice):

Wednesday, February 13

_____ 2:00 p.m. – 4:00 p.m.
_____ 4:00 p.m. – 6:00 p.m.
_____ 6:00 p.m. – 7:00 p.m.

Thursday, February 14

_____ 7:30 a.m. – 10:00 a.m.
_____ 10:00 a.m. – 12:00 p.m.

Please list all the children in your family including their homeroom teachers:

Name (completed by parent)	Homeroom Teacher (completed by parent)	Scheduled Conference Time (completed by SMM staff)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent Signature: _____