



September 16, 2016

Dear Parents,

The Parent-Teacher-Student conferences will be held on **Thursday, October 6, 2016, from 8:00 am to 8:00 pm.** Students are **required** to attend the conferences with their parents. This is counted as a day of attendance and students will be marked absent if they do not attend. There will be no regular school on Thursday, October 6, and no school on Friday, October 7, and Monday, October 10.

It is especially important that parents of primary grade children focus on their child's general adjustment and overall progress rather than specific academic grades. Parents, students and teachers are encouraged to use this opportunity to share information and ask questions that will ensure a successful academic school year. The students will also be involved in setting personal goals in areas of attitude, effort, achievement and/or behavior at these conferences.

Please complete the form below and have your oldest or only child return it to their homeroom teacher by Friday, September 23. Every effort will be made to honor your preference for the time of your conference. This letter will be returned to you by Thursday, September 29 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 ON THURSDAY, October 6, 2016**

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

- \_\_\_\_\_ 8:00 a.m. – 10:00 a.m.
- \_\_\_\_\_ 10:00 a.m. – 12:00 p.m.
- \_\_\_\_\_ 12:00 p.m. – 2:00 p.m.
- \_\_\_\_\_ 2:00 p.m. – 4:00 p.m.
- \_\_\_\_\_ 4:00 p.m. – 6:00 p.m.
- \_\_\_\_\_ 6:00 p.m. – 7:45 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: \_\_\_\_\_