

1 – 19 – 09

Dear \_\_\_\_ and \_\_\_\_\_,

The February 5<sup>th</sup> Parent Teacher conferences are for individual parent-teacher conferences, as scheduled by the teacher.

I'd like to invite you to meet with me that night. The conference would include a time for us to discuss \_\_\_\_\_'s strengths and challenges, highlight growth that has occurred over the course of the first semester, and make goals for the remainder of \_\_\_\_\_'s year.



I have several time slots available. Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices on the schedule below. I will do my best to schedule you for your first choice.

| <b>February 5, 2009</b> |  |  |
|-------------------------|--|--|
| 5:00 - 5:25             |  |  |
| 5:30 - 5:55             |  |  |
| 6:00 - 6:25             |  |  |
| 6:30 - 6:55             |  |  |
| 7:00 - 7:25             |  |  |
| 7:30 - 7:55             |  |  |

If you should have any questions, comments, or concerns, please contact me.

Thank you,

Jessica Meacham

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