

**HAVELOCK SCHOOL
MEMO TO PARENTS
March, 2013**

Re: Parent/Teacher Conference Day

Dear Parents/Guardians:

Later this week the school staff will be scheduling 10-minute parent/teacher conferences for **Wednesday evening, March 27th from 4:30 - 7:30 P.M. and Thursday afternoon, March 28th from 1:00 to 3:00 P.M.** We will try to schedule appointments back-to-back for parents with more than one child at Havelock.

Please complete the slip below and have your child return it to the teacher by 9:00 A.M. on **Tuesday, March 26th** if you wish to have a conference.

Thank you,

Cynthia Freeman-King
Principal

CONFERENCE SLIP

Child's name _____

Please check as appropriate:

1. I wish to have a conference time set up to see my child's teacher _____
2. I do not wish a conference at this time _____
3. I wish to have a conference with my child's Resource teacher _____
4. I wish to have a conference with my child's Music teacher _____
5. I wish to have a conference with my child's Language Arts teacher _____
6. I wish to have a conference with my child's Math teacher _____
7. I wish to have a conference with my child's Phys. Ed. teacher _____

I have another child, _____,
In grade _____ and would like appointments scheduled together. _____

Parent/Guardian's Signature: _____