

# L. Douglas Wilder Middle Parent/Teacher Conference Form

<u>Student First &amp; Last Name</u>	<u>Parent Name</u>	<u>Parent Email Address:</u>	<u>Parent Contact #</u>

Parents/Guardians,

Parent/Teacher conferences are scheduled for Tuesday November 7th from 8:30am-11:15am and November 14<sup>th</sup> from 4:30pm-7:30pm. Each conference will be scheduled for a 15 minute block of time. Please be respectful of the teachers and other parents. Times are on the right.

Students should complete the schedule portion (section A)

Parent's please take the time to select your 1<sup>st</sup> & 2<sup>nd</sup> choices (section B) for conference times for each teacher and place the date next to the time you are requesting.

Once complete, students will take this form with the requested times to each teacher the next day and each teacher will confirm your conference time and return the form back to the parent. If your requested time is unavailable, teachers will give an alternate time in the final column.

Tuesday, Nov. 7th	
8:30	10:00
8:45	10:15
9:00	10:30
9:15	10:45
9:30	11:00
9:45	
Tuesday, Nov. 14th	
4:30	6:00
4:45	6:15
5:00	6:30
5:15	6:45
5:30	7:00
5:45	7:15

Completed by Student <span style="font-size: 2em; font-weight: bold; color: blue;">A</span>			Completed by Parent <span style="font-size: 2em; font-weight: bold; color: blue;">B</span>		Completed by teacher	
Class Period	Teacher Name	Subject	1 <sup>st</sup> Choice Time	2 <sup>nd</sup> Choice Time	Teacher confirmation will be indicated by a Signature	If requested time is not available here is the alternate time, otherwise write the time of conference below
Example	Mrs. Spirit	Computer Tech	9:00am 11/7	6:00pm 11/14	<i>Mrs. Spirit</i>	5:45 pm 11/14
<b>Block 1A</b>						
<b>Block 2A</b>						
<b>Block 3A</b>						
<b>Block 4A</b>						
<b>Block 1B</b>						
<b>Block 2B</b>						
<b>Block 3B</b>						
<b>Block 4B</b>						