



Clayton Middle School

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Alicia Fragoso
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Principal

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Supervisor of Guidance & Counseling

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Supervisor of Curriculum and Instruction

7th-8th Grade

November 2017

Dear Parents/Guardians:

Parent conferences will be held this year on Wednesday, November 29th through Friday, December 1st. You may schedule a conference with **all** of your child's teachers on one of those days. While conferences are not mandatory, we encourage you to take this opportunity to meet with your student's teachers to discuss your child's progress. Conferencing will take place between 12:45 pm and 2:15 pm. Each conference will last approximately 10-15 minutes. (**For families with multiple children in the middle school, please fill out separate conference request forms for each student.*)

In order to arrange the conferences, please complete and return this form to your child's **homeroom teacher no later than Monday November 13th**. A notice will be mailed home as to the exact time that your conference has been scheduled prior to the week of conferences. This is a great opportunity for you to meet with all of your child's teachers as a team. Conferences will be schedule on a first come basis, please note that date/time preference is not guaranteed.

Thank you,

Mr. Tucker

Student's Name _____ Homeroom Teacher _____

_____ I do not wish to have a conference at this time.

_____ I do wish to have a conference.

Please indicate below the time block/day you would like your conference scheduled within. Mark a 1st and 2nd choice. We will try our best to schedule within your first choice time/day slot.

Wednesday 11/29 _____ Thursday 11/30 _____ Friday 12/1 _____

1st choice _____ 12:45-1:15 _____ 1:15-1:45 _____ 1:45-2:15

2nd choice _____ 12:45-1:15 _____ 1:15-1:45 _____ 1:45-2:15

3rd choice _____ None of these times/days work for me, but I would like a conference at a later date.

"A Century of Traditions"