



# Clayton Middle School

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Marvin Tucker  
Principal

Joseph Valentino  
Supervisor of Guidance & Counseling

Matthew Slater  
Assistant Principal

Tanya Clark  
Supervisor of Curriculum & Instruction

November 2022

Dear Parents/Guardians:

This year parent conferences will be held IN PERSON on the following dates: **Monday, December 5th; Tuesday, December 6th; Wednesday, December 7th; Thursday, December 8th; and Friday, December 9th.** 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. The first appointment time will start at 12:40 p.m. with each conference lasting approximately 20 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 Wednesday, November 23, 2022.** A notice will be mailed home prior to the week of conferences as to the exact time that your conference has been scheduled. This is a great opportunity for you to meet with all of your child’s teachers as a team. **Conferences will be scheduled on a first come basis. Please note that date/time preference is not guaranteed.**

Thank you,

Mr. Tucker

\_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Email \_\_\_\_\_

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 1<sup>st</sup> and 2<sup>nd</sup> choice for time slot. We will try our best to schedule within your first choice of time slot.**

Choose day: Monday 12/5 Tuesday 12/6 Wednesday 12/7 Thursday 12/8 Friday 12/9

1st choice: 12:40  1:00 1:20  1:40  2:00

2nd choice: 12:40  1:00 1:20  1:40  2:00

“A Century of Traditions”