

MEMO

TO: Parents/Guardians

DATE: November 13, 2015

RE: Parent/Teacher Interviews

On Tuesday, November 17th report cards will be going home with your child.

We will be holding Parent/Teacher interviews together from Tuesday, November 17th until Friday, November 20th .

Please indicate below which time frame is best for you and we will send home an interview time with your child.

Child's Name: _____

I **would** like to meet with you to discuss your child's progress. Please indicate which time frame below would be most convenient.

Tuesday, November 17th **2:00 – 3:00**

 3:00 – 4:00

Wednesday, November 18th **2:00 – 3:00**

 3:00 – 4:00

Thursday, November 19th **2:00 – 3:00**

 3:00 – 4:00

 4:00 – 5:00

 6:00 – 7:00

Friday, November 20th **9:00 – 10:00**

 10:00 – 11:00

Mike McCallum
Deborah Hill