

February 1, 2009

Dear Freshman/Sophomore Parents,

Today, report cards for the second quarter have been made available. If you have any concern about your daughter's progress in one or two subject areas, parent-teacher conferences will be made available on Monday, February 8th from 4 P.M. to 7:00 P.M. If you feel that there is a need to arrange an appointment, please print this page, detach the form below, list both the teacher's name and the subject area of concern, and return this form to school with your daughter by Wednesday, February 3rd. Forms should be handed in during homeroom. Kindly do not list more than three areas of concern.

If you do not wish an appointment, kindly check the appropriate line on the form below and, again, return it to school tomorrow. All forms must be returned to school whether or not an appointment is being requested. If you request an appointment, you will receive notice of the time by the end of this week. If you request an appointment and then cannot come, please call the school office by noon on Monday, February 8th. In some instances, a teacher may request to see you. If that is the case, and you have not requested an appointment with that teacher, you will be notified by the end of the week.

Sincerely,

Deborah Egan
Principal

Student's Name (please print) _____ Grade _____

Homeroom _____

Parent's Name (please print) _____

Parent's Signature _____ Phone # _____

_____ I do not feel that a conference is needed

or

_____ Kindly arrange an appointment with:

Teacher's Name	Subject	Preferred Time (4-7PM)	Assigned Time (will be filled in by office)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____