

October 2011

Dear Parents and Guardians:

The faculty members of Howland High School are looking forward to meeting with you at our 2011 Fall Parent-Teacher conferences that will take place on Thursday, November 17th from 2:35–5:30 p.m. and from 6:10–8:55.

Teachers, counselors and administrators will be available for 10-15 minute conferences during this day. We believe it is important for you to attend these conferences. They represent one of the best methods we have found to inform you concerning the progress of your student.

We will do our best to schedule you to meet with us at the time most convenient to you. In order to accomplish this, we are asking that you **mail or send** (with your child) the form below to the address above immediately upon receipt, or **no later than Wednesday, November 2nd**. List below the name of each faculty member you wish to see and the subject they teach. **We will be unable to process forms without specific faculty member name(s) listed.** If you have more than one child that you wish to set up conferences for, please complete separate forms for each one, attach and submit together.

If there are no available time slots for a conference with a particular teacher, that teacher will be given your name and phone number. They will contact you to discuss your concerns or schedule a time to meet you on a date convenient to the both of you.

The **form** below must be **returned to our Main Office** by **Wednesday, November 2nd**.

Sincerely,
Howland High School Faculty

Detach and Return to Main Office

NAME OF STUDENT _____ GRADE _____

I would like a conference on November 17, 2011 with the following teachers, counselor and administrator:

My telephone number: HOME _____ WORK _____

Contact by E-MAIL _____

Please arrange my conferences between the hours of _____

Parent/Guardian Signature: _____

First Period Teacher's Name _____