

HOWLAND HIGH SCHOOL  
200 Shaffer Drive N.E.  
Warren, Ohio 44484

Dear Parents and Guardians:

The faculty members of Howland High School are looking forward to meeting with you at our 2012 Winter Parent-Teacher conferences that will take place on Thursday, February 9, 2012 from 2:35p.m. – 5:30 p.m. and 6:10 p.m. – 8:55 p.m.

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, January 25, 2012**. 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 the Main Office** by **Wednesday, January 25, 2012**.

Sincerely,  
Howland High School Faculty

-----  
Detach and Return to Main Office

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

I would like a conference on February 9, 2012 with the following teachers, counselor and administrator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My telephone number is: HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

Contact by E-MAIL \_\_\_\_\_

Please arrange my conferences between the hours of \_\_\_\_\_

\_\_\_\_\_  
SIGNED

**FIRST PERIOD Teacher's Name** \_\_\_\_\_