

Sue Macmillan
October 19, 2009

Dear Families,

This note is to give you some information regarding Fall Parent Conferences. This year they will be held on Monday, November 23rd from 1 Pm to 8 Pm and Tuesday, November 24th from 8 Am to 3 Pm. It is my hope to meet with all of you and I would like to begin scheduling them soon.

Please fill out the bottom of this note and return it to school as soon as possible. I will begin scheduling as I receive them back from you. I will make every effort to accommodate your schedules, but please understand that the evening slots fill up especially fast.

Thanks for your attention to this. I will get back to you with your scheduled time for you to confirm.

Sincerely,

Sue Macmillan

Student's Name _____

I would like a Parent Conference on:

____ **Monday, Nov. 23** Early afternoon _____ Late afternoon _____
 Evening _____

____ **Tuesday, Nov. 24** Morning _____ Afternoon _____

Other children in this school and teacher's name(s)

Signature _____