



**New Albany Floyd County Schools  
Middle School Parent/Teacher Conferences, November 7, 2017**

Dear Parent/Guardian,

Parent/Teacher Conference Day will take place on Tuesday, November 7, 2017. This is a non-student day for all students in grades 5-8. Parent/Teacher Conferences will only be held for students in the 5<sup>th</sup> and 6<sup>th</sup> grades.

Conferences will be held from 12:00-7:00 pm. The conferences will be twenty minutes in length, and we will make every attempt to remain on schedule. If you feel additional time is needed, please schedule another meeting during a teacher's planning time.

We view our conferences as an extremely positive opportunity to emphasize students' strengths and set goals for the remainder of the year. Our expectation is to conference with as many parents as possible so we encourage you to return your form as quickly as you can. Upon scheduling a conference, a confirmation letter from your middle school will be sent home with your student.

We look forward to hearing from you!

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Please mark your first and second choices from the time slots listed below.

Place a "1" in your first choice and a "2" in your second choice. If you are only available during one time slot, simply mark your first choice.

\_\_\_\_\_ 12:00 pm - 3:00 pm

\_\_\_\_\_ 3:00 pm - 5:00 pm

\_\_\_\_\_ 5:00 pm - 7:00 pm

\_\_\_\_\_ I am available anytime between 12:00 pm and 7:00 pm.

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Students need to return this form to their teacher by Friday, September 29, 2017.