

Dear MMSA Parents,

Fall conferences will soon be here and the staff has started planning for them. Conferences are **required** for all students, Pre-School through Grade 8.

CONFERENCE SCHEDULE:

Thursday, November 3	3:00 to 8:00 PM (Pre-School 12:00 to 8:00 PM) <i>Staff dinner is from 5:30 – 6:00 PM</i>
Friday, November 4	10:00 AM to 6:00 PM <i>Staff lunch is from 12:30 – 1:00 PM</i>

PRE-SCHOOL – GRADE 5 CONFERENCES are held in each child’s classroom. MIDDLE SCHOOL CONFERENCES will be held in the dining room, arena style. All of the middle school teachers and specialists will be seated at tables and will be available to speak to parents. Parents are strongly encouraged to visit with each middle school teacher, including the classes your child is doing well in.

Please complete the form below and return it to the office no later than Monday, October 24. Pre-School through Grade 5 parents will be notified of their conference times on Thursday, October 27 in communication. A conference time will be selected for you if we do not receive a preference request form back from you.

Return bottom portion to office -----

PRE-SCHOOL – 5th GRADE CONFERENCE REQUEST FORM

Complete this form and return it to the school office **NO LATER THAN MONDAY, OCTOBER 24th**. Conferences are 15 minutes each. Parents who would like to meet with specialist teachers (Art, P.E., Spanish, Media, Music) can stop into the dining room in the lower level to meet with them. Again, all middle school teachers/specialists will be in the lower level dining room - and will not require appointments.

Parent(s) Name _____

Student _____ Grade _____ Teacher _____

_____ Grade _____ Teacher _____

_____ Grade _____ Teacher _____

Office Use:

**I/We prefer a conference on Thursday, November 3rd at:
(Pre-School Only)**

12:00 – 3:30 PM _____ **3:30 – 5:30 PM** _____ **6:00 – 8:00 PM** _____

I/We prefer a conference on Friday, November 4th at:

10:00 – 12:30 PM _____ **1:00 – 4:00 PM** _____ **4:00 – 6:00 PM** _____