

DATE RCVD. IN OFFICE _____

MADISON STUDENT-LED PARENT/TEACHER CONFERENCE REQUEST FORM 2009

Conferences run from 4 – 8 pm on Wednesday, November 18th and from 1 – 8 pm on Thursday, November 19th. *There will be early release on Thurs., Nov. 18, and no school on Friday, November 20th!*

Scheduling will be done on a first come, first served basis. The sooner you return your form, the more likely it is you will get your requested time(s)! The deadline to return your form is **November 2, 2009!**

Prior to conferences, your child will have spent weeks in advisory putting together a portfolio with feedback from each class. As the student leads the conference, goals and progress will be evident. With students in charge of the conference, an agenda with a check list will be used to assure planned areas are covered. Goals for the semester and the year will take shape with the conference to identify areas of needed support, and to celebrate and maintain progress. It would be helpful for parents to view the link example on the school web site. Most of all, attendance of each parent or guardian will help make this conference event successful!

Please note that only Advisory teachers will be at the conference; your student's other teachers and the specialist teachers will have progress information assembled for your conference.

A confirmation form will be mailed home so that you will know the exact date and time of your conference.

Student	Grade	Advisory Teacher
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2nd Student	Grade	Advisory Teacher
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Parent Name	Home Phone	Cell/Work Phone
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SCHEDULE ON BACK 

Directions: Please select the best available time for you to attend the student-led conferences. Indicate your first, second and third preference for a conference time by placing a 1, 2, or 3 in the blank next to the list of time periods. Conferences are 20 minutes long. If your schedule prohibits you from attending, please write in the comments section below, who you have selected to substitute for you. We will try to schedule them into the first preference time selected.

<u>Wednesday, Nov. 18th</u>	
4:00 - 4:20	_____
4:25 - 4:45	_____
4:50 - 5:10	_____
6:35 - 6:55	_____
7:00 - 7:20	_____

OR

<u>Thursday, Nov. 19th</u>	
1:00 - 1:20	_____
1:25 - 1:45	_____
1:50 - 2:10	_____
2:15 - 2:35	_____
2:40 - 3:00	_____
3:05 - 3:25	_____
3:30 - 3:50	_____
3:55 - 4:15	_____
4:20 - 4:40	_____
4:45 - 5:05	_____
5:10 - 5:30	_____
6:00 - 6:20	_____
6:25 - 6:45	_____
6:50 - 7:10	_____
7:15 - 7:35	_____
7:40 - 8:00	_____

COMMENTS: _____
