

October 20, 2009

Dear Families and Friends of Plymouth Elementary School,

Tuesday, November 10, 2009 is a half day/early release day for Parent/Teacher Conferences. Students will be dismissed at noon that day.

The purpose of this round of conferences is for specific teacher and/or parent requests. We will have a full day of parent/teacher conferences on Monday, February 15, 2010 when we will want to speak with ALL parents.

If you require a conference with your child's teachers at this time, would you please complete the form below listing your time preference for an appointment. We will attempt to schedule parents with more than one child in a timely manner.

Specialists will be in specific areas to meet with anyone. Should you wish to schedule an appointment with a specialist please check below.

Sincerely,

Julie J. Flynn
Principal

Student's Name _____ Grade _____

Parent's Name _____

Please schedule our conference(s) in the time slot below: (place an X in selected time slot)

1:00 - 3:00 pm or 3:00 - 6:00 p.m. or either time is acceptable

I prefer a telephone conference, my telephone number is _____.
The best time to call is _____ am/pm.

I prefer a conference on _____. (Please contact the teacher for a time.)

Contact me via e-mail, my address is: _____

I wish to schedule an appointment with the following specialist(s) (please circle):

Mr. Bourque Mrs. Browne Ms. Chencharik Mrs. Conklin Mrs. Connery Mrs. Doyle Mrs. Hand
Mrs. Haust Mr. Lines Mrs. McManus Mrs. Panus Mrs. Rankin Ms. Salt Mrs. Scott
Mr. Sheahan Mrs. White Mr. Williams