What…? Winter conferences ALREADY? *Where does the tine go?*  
**Winter 2018 Parent-Teacher Conferences**

**Sign-Up Sheet**

Hi, parents and guardians!  
 Conferences are among us once again. This winter, I will offer conference times over two weeks in mid-February, primarily on Wednesday, February 7 and 14, and Thursday, February 8 and 15 I will offer some alternative times at the end of each week. Conferences are given in 15- or 20-minute intervals.

Please prioritize which three blocks of time works for you, as I schedule 15-minute conferences. I will try to meet your request as best as I can. (It’s a little easier with 19 students, but it’s still not a perfect science!) For those with more than one child at Hanawalt, I’ll TRY my BEST to set up conferences that are close together – so you’ll only need to make one trip to school. (I will TRY my BEST to schedule a back-to-back conference, but **I can’t promise that**.)

**Put a 1 next to a time block for your best choice for a conference, then a 2 and a 3.** If you are flexible, check off the blank underneath the blocks. Also, there are blocks for you to complete at the bottom of this page to let me know if you have more than one child who is a student at Hanawalt. THANKS!

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Please sign and fill out the note below.

**Return this by Wednesday, Jan. 31**, so I can start to schedule conferences right away.

*(The sooner this comes back to me, the sooner I can schedule your conference!)* ☺

**Winter 2018 Conference Registration Blocks**

Choose and rate 3, from 1 (best) to 3.

**Conferences are scheduled in 15-minute blocks within each of these larger blocks of time below.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **3:00-4:30 p.m.**  **Wednesday, Feb. 7** |  |  | **3:30-6:00 p.m.**  **Thursday, Feb. 8** |  |  | **11:15 a.m. – 11:45 p.m.**  **Friday, Feb. 9** |
|  | **4:30-6:00 p.m.**  **Wednesday, Feb. 7** |  |  | **6:00-8:00 p.m.**  **Thursday, Feb. 8** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **3:00-4:30 p.m.**  **Wednesday, Feb. 14** |  |  | **3:30-6:00 p.m.**  **Thursday, Feb. 15** |  |  | **11:15 a.m. – 11:45 p.m.**  **Friday, Feb. 16** |
|  | **4:30-6:00 p.m.**  **Wednesday, Feb. 14** |  |  | **6:00-8:00 p.m.**  **Thursday, Feb. 15** |  |  |  |

OR check below if…

*\_\_\_\_* ***I’m really flexible with the after school times above... Just fill us in wherever it fits!***

(\***NOTE**: Parents, I hope you CAN make it to conferences… Scheduling a conference only to not show up

creates an unnecessary burden for us teachers. We will need to reschedule for you, and, if you have more

than one child at Hanawalt, then I need to re-contact other teachers who have schedules all over the board.)  
**Please sign below, and print your child’s name to the right. THANKS!**   
  
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**Parent Signature Child’s Name**

Do you have other children at Hanawalt? Please list them and their teachers’ names, so I can contact them to schedule conferences that are close together. (Or at least I’ll TRY…!) Thank you for your help with this! ☺

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHILD’S NAME** | **TEACHER and/or GRADE** |  | **CHILD’S NAME** | **TEACHER and/or GRADE** |
|  |  |  |  |  |
|  |  |  |  |  |