Griswold High School

267 Slater Avenue
Griswold, CT 06351
Phone (860) 376-7640 Fax (860) 376-7684
griswoldpublicschools.org

Erin Palonen, Principal Marceline Macrino, Associate Principal

Dear Parents:

Parent-Teacher-Student Conferences for the second half of the 2016-2017 school year have been scheduled for Thursday, March 23rd, 2017. Parent-Teacher-Student Conferences are an opportunity to meet directly with your child's teacher for feedback and to address any of your questions or concerns. The faculty will be available for conferences with parents or guardians on Thursday evening from 5:00 pm to 7:00 pm. It is important to note students ***should*** be in attendance for these conferences.

If you are interested in scheduling a conference on Thursday, March 23rd, please fill out the enclosed **Parent-Teacher-Student Conference Appointment Sheet** with the name of the teacher or teachers with whom you would like to meet. Your child will then bring the form to each teacher, and the teacher will assign the conference location and confirmed appointment time. All efforts will be made to assign an appointment time as close to your requested time.

Please make sure that your child brings home the *confirmed* **Parent-Teacher Conference Appointment Sheet.** You will need this as your schedule for the night. Due to time limitations, only confirmed appointments can be conducted on the Parent-Teacher-Student Conference Day (5:00-7:00p.m.).

In addition to conferences, we are offering informative workshops for parents and students as follows:

- 5 p.m.: AP/ECE Opportunities at GHS
  - Location: Library Media Center
- 6 p.m.: Planning for After High School
  - Location: Library Media Center
- 6:30 p.m.: Academic Requirements for Athletes and Division I and II Colleges
  - Location: Library Media Center

If you are unable to attend, we encourage you to schedule a phone conference or meeting with your child's teacher. Please indicate a convenient time and appropriate contact number or email address at the bottom of this letter. This information should be presented by your child to each teacher. For your convenience, teachers' email addresses are available on the Griswold Public Schools website www.griswold.k12.ct.us. You can also call (860) 376-7680 to reach the school counseling office for further assistance. We look forward to an informative Parent-Teacher-Student Conference experience.

Sincerely,

Erin Palonen

Erin Palonen

Principal

Teacher's Name: _____

Time	Parent(s) Names	Student's Name	Conference Held? *Y or N*	No Show? *Y or N*
5:00-5:15				
5:15-5:30				
5:30-5:45				
5:45-6:00				
6:00-6:15				
6:15-6:30				
6:30-6:45				
6:45-7:00				

Total number of conferences held between 5:00-7:00: _____

Teacher Signature: _____

PARENT/TEACHER CONFERENCE APPOINTMENT SHEET

Parent/Guardian Name: _____

Student Name: _____

I request an appointment with the following teacher(s). Please confirm an appointment as close to _____ p.m. as possible on March 23rd , 2017.

Name of Teacher	Conference Location	Confirmed Time (to be filled in by teacher only)

I would like a: (circle one) phone conference meeting email correspondence

Best Time to be reached is _____ Phone Number _____ E-mail Address: _____

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