



# Rockheights Middle School

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## Parent Communication Conferences

Dear Parents/Guardians:

Next week are our Parent Communication afternoons and we will be creating a schedule of appointments for those meetings. **As we have very limited time to see all of our parents within the two days, conferences will be 15 minutes in length.**

Please look at the times below and choose your preferred time range based on what may work for you, or if there are other times that you would be available for a phone call (and that is your preference), then please feel free to suggest below. Confirmations will be sent home on Monday so that you are aware of the specific time of your 15-minute appointment.

Just a reminder that all students will be dismissed at 1:50 on Thursday October 19<sup>th</sup> to accommodate these meetings.

In December, progress reports will be issued. Some parents may want to discuss their child's progress after the first progress report is sent home. If a meeting is desired, arrangements can be made at that time with the teacher on an individual basis.

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PLEASE RETURN TO YOUR CHILD'S ADVISORY TEACHER BY FRIDAY OCTOBER 13<sup>th</sup>

Student Name \_\_\_\_\_

Advisory teacher \_\_\_\_\_

Please indicate which day and time range you would prefer. We will do our best to accommodate your preference when we schedule your 15-minute appointment (**Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice**)

Wednesday, October 18<sup>th</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3:00 – 4:00 PM  
4:00 – 5:00 PM  
5:00 – 6:00 PM  
6:00 – 7:00 PM

Other times that might be better for a phone interview: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thursday, October 19<sup>th</sup>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2:00 – 3:00 PM  
3:00 – 4:00 PM  
4:00 – 5:00 PM

Also, if you have two (or more) children at Rockheights please indicate the siblings advisory teacher below so we can try to avoid conflicts and schedule appointments close together: \_\_\_\_\_