



Mendham Township Middle School

16 Washington Valley Road, Brookside, N.J. 07926

Patrick J. Ciccone, Ed.D
Principal

Telephone 973-543-2505
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“TEAM CONFERENCE PARENT REQUEST FORM”

Dear Mendham Township Middle School Families,

Communication between home and school is extremely critical towards providing an effective instructional environment for our children. As a result, one of the issues that always concerns me regarding sponsoring ‘official parent/teacher conferences’ is that we never want to send a message to our school community that we only desire conferences during ‘official conference days’. To the contrary, we highly encourage you to contact us if you feel your child is not working up to his/her potential – or if he/she needs some special attention. We will always make time for you, either through telephone conversations or face-to-face meetings. **Your support and understanding of what we are doing in school coupled with our understanding of what transpires at home is just as important as -- if not more important than the instructional strategies that we are employing in our classrooms.** In this regard, please contact your child’s teachers at any time throughout the year to arrange a conference.

As it is very difficult to get our grade level teams together during the school day without sacrificing essential team planning time, our fall conferences will provide parents with an opportunity **to meet with the entire grade level academic team of teachers** on the following dates:

Tuesday, October 24, 2006 – 6:10 to 8:40 pm
Wednesday, October 25, 2006 – 1:10 to 3:40 pm
Thursday, October 26, 2006 – 6:10 to 8:40 pm

Parents who would like to meet with individual teachers may make the request and will be scheduled if time allows, but should understand that team meetings will be given preference. If parent participation is anything like I have seen in my short time in Mendham, I would strongly recommend reaching out to teachers in the weeks prior to or after ‘official conferences’ if you would like individual meetings. **If you are interested in meeting with your child’s teachers please complete the form below and submit it the school by no later than October 17, 2006. Team Conferences will be made on a first come first served basis.**

Please note that October 24, 25, and 26 will all be full days of school for students.

Very truly yours,

cc: Mrs. Christine Johnson, Superintendent of Schools

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Student’s Name: _____ Grade: _____

I would like to request a 15 minute team meeting with my child’s teachers. I can be reached by telephone at (provide daytime phone number) _____ during the day. I would preferably like to meet on (circle one):

October 24(Evening)

October 25(Afternoon)

October 26(Evening)

Parent’s Name: _____