



Mendham Township Middle School



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Principal

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“PARENT REQUEST FOR CONFERENCE – 3/12/07”

Dear Mendham Township Middle School Families,

The Mendham Township Middle School Staff recognizes the critical role that communication between ‘home and school’ plays in providing an effective instructional environment for our children. We also recognize that it is not possible to meet individually with every parent during our official three-day parent/teacher conference sessions scheduled for March 20th, 21st, and 22nd. However, please note that our grade level teams of teachers meet daily and are available by appointment to discuss your child’s progress at any time throughout the year. **“Daily grade level team meeting periods” occur at the following times:**

- > 5th Grade at 12:45 pm
- > 6th Grade at 10:30 am
- > 7th Grade at 9:45 am
- > 8th Grade at 8:20 am

The primary purpose of our March ‘official conferences’ is to facilitate meetings with parents of students who are experiencing difficulties in any aspect of middle school life. Hopefully, these meetings will coordinate parent / teacher efforts to ensure that each and every child at MTMS reaches his / her greatest potential. Teachers and parents may include the student in the conference as well. **“Teacher conference requests” were sent home in the mid-term progress reports. Teacher requested conferences are currently being scheduled. Please return this “parent request for conference” form by March 15th so that we can appropriately schedule you for a conference.** Based on availability, parent requested conferences submitted through the form will be scheduled during ‘official conference days’ and or during “daily grade level team meeting periods.” Remember, individual teacher or team conferences are available by appointment on a daily basis throughout the entire year.

Our official March parent / teacher conferences are scheduled for:

- Tuesday, March 20, 2007 – 1:10 to 3:40 pm
- Wednesday, March 21, 2007 – 6:10 to 8:40 pm
- Thursday, March 22, 2007 – 1:10 to 3:40 pm

March 20th, 21st, and 22nd will all be half days of school for students: 12:15 pm Dismissal.

Very truly yours,

cc: Dr. Christine Johnson, Superintendent of Schools

“PARENT REQUEST FORM”

Due 3/15/07

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):

March 20(afternoon)

March 21(evening)

March 22(afternoon)

(check box if applies) I would like my child to attend the conference as well.

Due to the prioritization of ‘teacher requested conferences,’ I understand that there may not be any conferences available for March 20th, 21st, 22nd. However, I will be contacted by a teacher to schedule an appointment during a **“daily grade level team meeting period.”** If you would like a conference with an individual teacher please contact him / her or the main office at your convenience.

Parent’s Name: _____

Educational Experience Of The Highest Quality