

Sample Parent-Teacher Conferences Schedule

It's time for the Fall Parent-Teacher Conferences. Please sign up for three different times, marking your order of preference (1st, 2nd, 3rd), and I will do my best to accommodate all of you. Please email your preferences or return this form in your child's Homework Folder by Monday, October 23. I will send out the final schedule at least a week before the conferences begin.

Thank you and I look forward to seeing all of you.

Tuesday 11/09

7:50 am _____

12:30 pm _____

12:50 pm _____

1:10 pm _____

1:30 pm _____

1:55 pm _____

2:15 pm _____

2:35 pm _____

2:55 pm _____

3:20 pm _____

3:40 pm _____

4:00 pm _____

Wednesday 11/10

7:50 am _____

3:35 pm _____

3:55 pm _____

4:15 pm _____

4:40 pm _____

5:00 pm _____

5:20 pm _____

5:40 pm _____

6:05 pm _____

6:25 pm _____

6:45 pm _____

7:05 pm _____

Friday 11/12

7:50 am _____

3:30 pm _____

Wednesday 11/17

8:00 am _____

3:30 pm _____

Thursday 11/18

8:00 am _____

3:30 pm _____

Friday 11/19

8:00 am _____

3:30 pm _____

3:50 pm _____

To help me stay on time, please arrive on time for your scheduled slot. If you are late, that time will come out of your scheduled meeting. If you cannot make your scheduled time, please let me know in advance and I will be happy to reschedule a time that works for you.

A few quick tips about scheduling the fun and more difficult conferences:

- Try not to schedule what you expect to be more challenging conferences all in a row. Spread them out over the week. That'll help keep you from burning out.

- Schedule those difficult conferences that you think might run overtime in the morning. The arrival of your students at your classroom door is a natural ending to the meeting. You can also arrange potentially difficult meetings so you have another conference immediately afterward.
- Always try to end your evening conference schedule on a good note, with parents you think will be fun to speak with.

Who Should Come to the Conference?

Let's hope someone shows up! Sometimes parents attend together and sometimes one parent comes alone. Sometimes you'll get another family member, such as a grandparent, an aunt, an uncle, a cousin, or a brother. I have also had an entire extended family show up in addition to the parents. Ten people were in my classroom and everyone was excited to be there. That was fun!

