

HARFORD CHRISTIAN SCHOOL

Parent Instructions to Request Teacher Conference 2016

The purpose of this communication is to explain the process by which parents may request and schedule a Parent/Teacher Conference for Monday or Tuesday, November 21 or 22, 2016. Conferences will be held from 1:45-8:30 PM on each of those days. Mrs. Ruth Edwards will be coordinating the parent/teacher conference scheduling.

Please follow the steps outlined below to request and schedule a conference.

1. Print document entitled ***Parent Request for Teacher Conference (embedded here)*** from our website www.harfordchristian.org. Find the form under the Quick Links tab under Forms and Documents (or secure a form from the high school office via your child or office visit).
2. Print your parent name (first and last) in the space provided.
3. Print your child's name/grade level in the space(s) provided.
4. List the names of the teachers that you desire to meet with, as associated with each student.
5. Please list windows of times (1st, 2nd, 3rd preferences) over the two days when you will be available to meet.
6. Send a completed ***Parent Request for Teacher Conference*** to the secretary of your child's building or e-mail the completed form to conferences@harfordchristian.org **by 12:00 pm on Wednesday, November 16, 2016.**
7. You will receive an e-mail correspondence by end-of-day Friday, November 18, 2016, informing you of your conference times and locations.