



Toney Elementary School
Parent-Teacher Conference
Thursday, December 12, 2019
3:00 - 5:00 p.m.

Dear Parents/Guardians:

Conferences are to be scheduled between the hours of 3:00 – 5:00 p.m. on **Thursday, December 12, 2019**. To assist the teachers in scheduling, please fill out the bottom portion of this form, and return it to your child’s HR teacher. **ALL forms need to be completed and returned on Wednesday, December 11, 2019**. Non-scheduled conferences *may* be granted, **ONLY** if there is time remaining after the teachers’ last scheduled appointment.

Each parent-teacher conference will last for a period of 15 minutes.

Please be prompt, as all conferences will be scheduled consecutively. Please note: if there’s more than one request for a particular time slot, the conferences will be rescheduled according to availability. If a situation arises, and you are unable to attend your scheduled conference, please notify the teacher in advance by calling the school at (678) 874-2102.

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_____ I do not wish to schedule a conference at this time.

_____ I would like to schedule a conference for the following time.

_____ 3:00 – 3:15 p.m. _____ 3:45 – 4:00 p.m. _____ 4:30 – 4:45 p.m.

_____ 3:15 – 3:30 p.m. _____ 4:00 – 4:15 p.m. _____ 4:45 – 5:00 p.m.

_____ 3:30 – 3:45 p.m. _____ 4:15 – 4:30 p.m.

Student Name : _____

Parent/Guardian: _____

Home: (____) ____-____ Work: (____) ____-____ Cell: (____) ____-____