



**Toney Elementary School**  
**Parent-Teacher Conference**  
**Thursday, September 28, 2017**  
**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, September 28, 2017**. 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, September 27, 2017**. 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: (\_\_\_\_) \_\_\_\_-\_\_\_\_