



MANASQUAN ELEMENTARY SCHOOL

"One School, One Team, Making a Difference"

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Parent-Teacher Conferences

Dear Grade 6-8 Parents,

October 2019

Parent-Teacher Conferences will be held November 4-6. **Monday, November 11** will be scheduled for **evening** conferences. As a result, the "tentative" daytime schedule will be as follows:

- ** Monday, November 4 1:00 – 3:00 (Last Names A-G)
- ** Tuesday, November 5 1:00 – 3:00 (Last Names H-O)
- ** Wednesday, November 6 1:00 – 3:00 (Last names P-Z)

****12:30 DISMISSAL FOR STUDENTS**

Monday, November 11 7:00 p.m. – 9:00 p.m.

PLEASE UNDERSTAND THAT THE NUMBER OF APPOINTMENTS AVAILABLE FOR CONFERENCES DURING THE EVENING IS VERY LIMITED. THEREFORE, PLEASE REQUEST AN EVENING CONFERENCE ONLY IF YOU ARE UNABLE TO MAKE ONE OF THE DAYTIME CONFERENCES. WE ARE TRYING TO ASSURE THAT THE EVENING APPOINTMENTS ARE AVAILABLE FOR PARENTS WHO HAVE ABSOLUTELY NO OPPORTUNITY TO ATTEND A CONFERENCE DURING THE DAY.

Once we know the actual interest level regarding requests for evening conferences, we will be able to plan the evening conference schedule. Details regarding the conference times will then be mailed to you.

Thank you for your cooperation. We look forward to seeing you during conferences!

Sincerely,
Colleen Graziano

EVENING PARENT CONFERENCE REQUEST- **PLEASE RETURN TO THE OFFICE BY Friday, October 25th** .

THIS FORM ONLY NEEDS TO BE RETURNED IF YOU ARE REQUESTING AN EVENING CONFERENCE.

Student name: _____ Grade: _____

Student name: _____ Grade: _____

_____ At this time, I would like to request an evening conference as I am unable to attend a daytime conference.

Parent Signature: _____ Date: _____