

Date Received _____

**UNION CANAL ELEMENTARY SCHOOL
FALL 2020 - PARENT TEACHER CONFERENCES**

We are offering conference times for parents on Monday, November 23 and Tuesday, November 24.
** Note that there will be **no classes** for any elementary school students on November 23 & 24.**

If you submit this form, please DO NOT use the online scheduling program (which opens on October 5). Please return this completed form to the school office as soon as possible.

Student's Name _____ Homeroom _____

Parent's Name _____ Phone No. _____

Please have an interpreter available. Language needed: _____
Por favor tengan presente un interprete. Idioma: _____

Note that elementary conferences are the same days as the middle school. Please request a different time for each school.

Conferences will be scheduled for fifteen (15) minutes within the time blocks available below.

Monday Afternoon, 2:00–4:00 P.M. 1st Choice time block _____
Monday Evening, 4:30-9:00 P.M.
Tuesday Morning, 8:00-12:00 P.M. 2nd Choice time block _____
Tuesday Afternoon, 12:30-3:00 P.M.

Important: In order to schedule you for a conference, you **must** list the name of the teacher(s) that you are requesting to see. The office will do its best to honor all requests.

Homeroom Teacher's Name _____

Note: you may request additional conferences with any number of teachers from the Multi-grade and/or Specialist Sections, (i.e. Specials, Reading, Intervention, Learning Support).

Teacher's Name _____ Subject Taught _____

Teacher's Name _____ Subject Taught _____

Teacher's Name _____ Subject Taught _____

If you have more than one student attending Union Canal Elementary, we will attempt to coordinate your times as much as possible. You must complete a separate conference form for each child. Staple the forms together and send them in with one of your children.

Sibling _____ Grade _____ Homeroom _____

Sibling _____ Grade _____ Homeroom _____

Parent Signature: _____ Date _____

A confirmation notice from the office will be sent home with your child.