

To: Parents and Guardians of Lincoln Students
 From: Lincoln Middle School
 Date: Sept. 26th, 2017
 Subject: **CONFERENCES – Oct. 10th, 12th, and 13th, 2017**

Conferences are scheduled for Tuesday, Oct. 10th and Thursday, Oct. 12th from 5:00 p.m.– 7:00 p.m., and Friday, Oct. 13th from 8:00 a.m.-11:00 a.m. Please plan ahead for your conferences as teachers will not be available past these scheduled times. There will be no school on Friday, Oct. 13th.

Each student conference will last for approximately 15-20 minutes. If you need to talk in more depth about your child’s progress, please make an appointment with either the team or the Encore teacher. After conferencing with your child’s core teachers, please visit their Encore teachers. This year’s conferences with Encore teachers will be held in their classrooms.

Using the times below, indicate three possible times for your conference and return the appointment slip to your child’s Core Enrichment teacher no later than **Tuesday, Oct. 3rd**. A confirmation slip will then be sent home with your child. You are invited to arrive early or stay past your scheduled conference time in order to speak with your child’s Encore teachers (within the conference times listed above). We look forward to seeing you.

While in Lincoln for conferences, be sure to check out the many activities that take place in the cafeteria, including fundraising items that will be on sale. We hope to see you.

APPOINTMENT SLIP

Please return the bottom portion of this conference form to your child’s Core Enrichment teacher no later than Tuesday, October 3rd.

Student Name _____

Core Enrichment Teacher _____ Team _____

Parent/Guardian Name(s) _____

Check the box if you need an interpreter for your conference. Please specify the language: _____

Conference preferences: Indicate your 1st, 2nd, and 3rd choices.					
Tuesday, October 10th		Thursday, October 12th		Friday, October 13th	
5:00 - 5:20		5:00 - 5:20		8:00 - 8:20	
5:20 - 5:40		5:20 - 5:40		8:20 - 8:40	
5:40 - 6:00		5:40 - 6:00		8:40 - 9:00	
6:00 - 6:20		6:00 - 6:20		9:00 - 9:20	
6:20 - 6:40		6:20 - 6:40		9:20 - 9:40	
6:40 - 7:00		6:40 - 7:00		9:40 - 10:00	
				10:00 - 10:20	
				10:20 - 10:40	
				10:40 - 11:00	

