



Building Bridges for today's students to cross into tomorrow's world with equity, innovation and optimism

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Joseph Mercora
Principal

February 5, 2018

Dear Parents/Guardians:

It is now time to prepare and schedule for a visit with your child's teacher at Parent Teacher Conferences in March. Communication between home and school is a vital part of your child's education. Parent Teacher Conferences is one way of sharing information about your child and their education.

This year's spring conferences have two afternoon conference dates: Tuesday, March 20th and Friday, March 23rd. There will be an evening conference on Thursday, March 22nd. **Please note that ALL elementary school students will be dismissed at 11:45am on Tuesday, March 20th and Friday, March 23rd.**

Please fill in the conference request form on the back of this letter indicating the best date and time you will be able to meet with your child's teacher(s) and **return this letter to your child's teacher by Friday, March 2nd**. Shortly thereafter, your specific appointment confirmation time will be sent to you.

Thank you for your cooperation.

Sincerely,

Joseph Mercora
Principal

Si ou bezwen enfòmasyon tradui an kreyòl, rele Jocelyne Abraham al 353-7044.
Si le hace falta información traducida en español, llame a Yesenia Polanco al 353-7042.

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PARENT TEACHER CONFERENCE REQUEST FORM

Please fill in the form below and return it to your child's classroom teacher by Friday, March 2nd. You will receive a confirmation letter regarding your appointment in March. Parent conferences will be 15 minutes in length.

*** Guidelines for Requesting an Evening Conference ***

Evening appointments are for parents who meet the criteria established below:

1. *Both parents are unable to leave work early for an afternoon conference.*
2. *There exists a childcare or geriatric care situation that cannot be covered.*
3. *There exists extreme personal hardship, making evenings the only available time.*

Please check (√) below the best day(s) you **can** meet. **Conferences are 15 minutes** in length.

<u>Date</u>	<u>Time</u>	<u>Best date</u>
Tuesday, March 20 th	12:45 - 3:15pm	_____
<i>*Thursday, March 22^d</i>	<i>7:00 - 8:30pm *</i>	_____
Friday, March 23 rd	12:45 -3:15pm	_____

STUDENT'S NAME _____

TEACHER'S NAME _____

PARENT'S NAME _____ Contact #: _____

Please list brothers/sisters and their teachers in grades K-5 who also attend Upper Nyack School.

Student's Name	Teacher
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____