



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

**Upper Nyack Elementary School** • 336 North Broadway • Upper Nyack, NY 10960  
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**Joseph Mercora**  
Principal

November 7, 2019

Dear Amazing Families of Upper Nyack Elementary School,

It is hard to believe how quick this year is going by. We look forward to seeing you at our upcoming parent/teacher conferences in December. This is a valuable and wonderful opportunity for you to meet with your child(ren)'s teachers and to learn about their learning environment as well as their academic and social experiences each day. In addition, report cards will be distributed at this meeting.

We are very understanding of parents who can meet during the day and also of those who can only meet at night. For those that cannot meet during the day, please rest easy as we do provide an opportunity for an evening conference for your convenience. On the reverse side of this email, please review the conference request form. For those who have multiple children attending our school, it is important for you to indicate this so that we can schedule the conference as close as possible and on the same day as siblings.

Please complete the request form indicating the best date and time for you to meet with your child's teacher(s) and **return this letter to your child's teacher by Friday, November 22nd**. Shortly thereafter, your specific appointment confirmation time will be sent to you by your child's teacher(s).

Sincerely,

Joseph Mercora  
Principal

**OVER**

PARENT TEACHER CONFERENCE REQUEST FORM

Please fill in the form below and return it to your child's classroom teacher by Friday, November 22<sup>nd</sup>. You will receive a confirmation letter regarding your appointment. Parent conferences will be 15 minutes in length.

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

*As a school family who cares for one another, we make one request. For families who are able to make day appointments, please do so as a courtesy for parents that rely on the evening conference due to work responsibilities. Thank you for your cooperation.*

Please check (✓) below the best day(s) you can meet.

<u>Date</u>	<u>Time</u>	<u>Preferred date (✓)</u>
Friday, December 13	12:45-3:15pm	_____
Friday, December 20	12:45-3:15pm	_____
Monday, December 16	*7:00-8:30pm*	_____

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.	_____	_____