**PARENT-TEACHER CONFERENCE – Quarter 1**

**SIGN-UP FORM**

Please complete all sections of this form and return the entire page to your child’s classroom or homeroom teacher by **Tuesday, October 4th.** **Your child’s teacher will send notification back to you to confirm your conference time and location.** We look forward to discussing your student’s academic progress at Riverside Academy!

***\*Note: A sign-up sheet must be filled out and returned for each child in a family.***

**PLEASE PRINT**

**Student’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current Grade Level: \_\_\_\_\_\_\_\_**

**Parent/Guardian Attending Conference:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Good Working Number to Reach Above Person:**

**Email Address for Virtual Conference**

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**Conferences will take place on Friday, October 7th . There is no for students on October 7th. You may choose an in-person, phone, or virtual conference. If these times do not work for you, please provide us with a current number to contact you for a phone conference.**  **All conferences are scheduled for 20 minutes each; please be on time.**

***Please select the type of conference you would like to have:***

**\_\_\_In-Person Conference \_\_\_Phone Conference \_\_\_Virtual Conference**

***Please select 3 times that work best for you. We will try our best to accommodate your time.***

\_\_9:00-9:20 \_\_9:20-9:40 \_\_9:40-10:00 \_\_10:00-10:20 \_\_10:20-10:40 \_\_10:40-11:00 \_\_11:00-11:20

\_\_12:00-12:20 \_\_12:20-12:40 \_\_12:40-1:00 \_\_1:00-1:20 \_\_1:20-1:40 \_\_1:40-2:00 \_\_2:00-2:20

\_\_2:20-2:40 \_\_2:40-3:00 \_\_3:00-3:20 \_\_3:20-3:40 \_\_3:40-4:00 \_\_4:00-4:20 \_\_4:20-4:40 \_\_4:40-5:00

\_\_5:00-5:20 \_\_5:20-5:40 \_\_5:50-6:00

To the Parent or Guardian of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

A(n) (in-person/phone/virtual) conference with your child's teacher is

scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in room.

Sincerely,