

Twin Ridge Elementary School

1106 Leafy Hollow Circle
Mt. Airy, Maryland 21771

Principal: Ms. DeVeda E. Coley
Asst. Principal: Barbara Silver
Telephone: 240-236-2300
Fax: 240-236-2301

September 16, 2009

Dear Parents/Guardians:

We are pleased to inform you that parent/ teacher conference days are soon approaching. The parent-teacher conferences are a time to discuss and evaluate student performance to date, exchange information about your child and coordinate home-school efforts to help your child gain the most from the school year.

A fifteen-minute period will be scheduled with your child's teacher during one of the time blocks:

Tuesday, October 13th-----5-7:45 p.m.
Wednesday, October 14th-----5-7:45 p.m.
Thursday, October 15th----- 1:30-3:45 p.m.

Please complete the sheet attached to this letter and return to your child's teacher by Thursday, September 24th. We will make an effort to schedule you according to your preference. We also try to accommodate families with more than one child at our school by scheduling conference times close to one another.

We look forward to seeing you during the conference days.

Yours in education,

Ms. DeVeda E. Coley



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Please complete and return to your child's teacher by September 24th.

STUDENT NAME _____

TEACHER _____

PARENT/GUARDIAN NAME _____

Please check your preference for a conference time below and return to your child's teacher. We will make every effort to schedule you according to your preference and will also give preference to families that return the form promptly.

I prefer: _____ afternoon _____ evening

Special notes for person scheduling conferences:

PLEASE LIST BELOW EACH CHILD THAT YOU HAVE ATTENDING TWIN RIDGE ELEMENTARY AND THEIR TEACHER.

STUDENT

TEACHER

_____	_____
_____	_____
_____	_____
_____	_____

PLEASE LIST BELOW OTHER TEACHERS WITH WHOM YOU WISH TO MEET (example: Art, Guidance, Reading Intervention, Music, PE, Speech, Special Education)

TEACHER

SUBJECT

_____	_____
_____	_____



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Please take a moment to review the following questions. Choose **one or two** you want to be sure to discuss with your child's teacher during the conference. Since time is limited, begin with your most important question first.

Questions to Consider Asking During the Conference:

- What are my child's strengths and needs?
 - How does my child interact with other students within the classroom?
 - Is my child working up to his or her potential?
 - What skills are expected to be mastered this year?
 - What types of tests will my child take this year?
 - How will my child's grades be determined?
 - What can I do at home to help my child?
 - How much time should be spent on homework?
 - What types of homework should I expect?

Conference Tips:

- Be on time for your conference.
- If it is necessary to cancel or change your conference time prior to the conference days, please call Ms. Pare at 240-236-2399 as soon as possible. If there is an emergency and a change is **necessary on the day of the conference**, please call your child's teacher **directly**.
- Prepare for the conference ahead of time (Think about what you would like to discuss, what you would like the teacher to know about your child, what you would like to know from the teacher; refer to the questions on this sheet to assist you in this process.)
- Share issues or concerns with the teacher
- Inform the school in advance if you will need an interpreter

