

Parent-Teacher Conference Form



Tri-City Junior High & High School
324 W. Charles Street
Buffalo, IL 62515
(217) 364-4530

Conferences Held: Thursday, **October 26** from 5:00 pm to 8:00 pm
Friday, **October 27** from 8:00 am to 11:45 am

Elementary conferences have been scheduled. Parents with children in both elementary and JH or HS will need to be sure that they don't double book themselves when requesting conferences between elementary (K-5) and JH/HS (grades 6 – 12).

Please fill one out for each child.

Student's Name _____ Grade _____
Parent/Guardian Name _____
Phone Number (home, work, or cell) _____
E-mail Address _____

*Please circle preferred day. If you have **scheduled** elementary conference(s), please share that information with us so we can create a schedule that works. All conferences will be scheduled in 15-minute slots. If you are unable to attend, but would like to touch base with a teacher, you do have the option of having a phone conference or e-mail update.*

___ Thursday night (5:00 pm – 8:00 pm)
___ Friday morning (8:00 am – 11:45 am)
___ Either
___ Phone Conference _____ (list number to call)
___ E-mail Update _____ (list preferred e-mail)

It is important that you fill out either the subject or teacher name in order for this to be processed. Please utilize Skyward or your child to get the correct names.

Teacher Name	Subject
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

To schedule a JH/HS conference, please return this form to the JH/HS Office by **October 17, 2017** or by e-mail to Theresa Johnson at tjohnson@tricityschools.org.