

**\*\* PARENT/TEACHER CONFERENCES \*\***

Dear Parent(s)/Guardian(s),

Our faculty encourages students to engage in on-going assessment of their academic performance through discussions with teachers, counselors and other staff members. We invite you to be a part of this process and encourage you to check frequently with your sons/daughters about their progress. We also want you to contact staff whenever you have questions or concerns.

The district sets aside early release days in the Fall and Spring for the purpose of facilitating parent-student-teacher discussions. During the upcoming Spring conferences, you may use any of the following options to connect with staff.

**PHONE CONFERENCES**

If you wish to confer by phone with a staff member, please complete the enclosed *Phone Request Form* and return it to the Main Office by Friday, March 16th. Teachers will be informed of your request and will contact you. Teachers will try to call during the times you indicate. As this is not always possible, you may receive a call at another time.

**IN-PERSON CONFERENCES**

**DAY (1:00-2:30 p.m.)**

**March 20<sup>th</sup> - Tuesday**

**March 21<sup>st</sup> - Wednesday**

**March 22<sup>nd</sup> - Thursday**

**EVENING (6:45-9:00 p.m.)**

**March 22<sup>nd</sup> - Thursday**

**(All Evening Conferences will take place in cafeterias, gyms or first floor classrooms. Signs will be posted with directions that evening.)**

ALL staff members will be available for parent/teacher conferences without appointments. Each conference will be limited to five minutes to enable you to see as many teachers as possible. The teachers' locations will be available at the front entrance of the building when you arrive. . **\*\*PLEASE BE SURE TO PARK IN LEGAL PARKING SPOTS.**

Sincerely,  
Peter Varela, Principal



**PHONE CONFERENCES** (please print clearly)

NAME OF STUDENT: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

I request a phone conference with the following staff members(s):

<u>TEACHER NAME</u>	<u>SUBJECT/COURSE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

HOME PHONE: \_\_\_\_\_ BEST TIME TO CALL AT HOME: \_\_\_\_\_

WORK/CELL PHONE: \_\_\_\_\_ BEST TIME TO CALL AT WORK: \_\_\_\_\_

**OR WOULD YOU PREFER TO BE CONTACTED BY E-MAIL? YES or NO (circle one)**

E-MAIL ADDRESS: \_\_\_\_\_

**PLEASE RETURN COMPLETED SECTION OF THIS FORM TO THE MAIN OFFICE NO LATER THAN FRIDAY, March 16<sup>th</sup>.**

Mail to: Conferences – PHONE  
South Brunswick High School  
Attn: Maryann Murphy  
750 Ridge Road  
Monmouth Junction, NJ 08852  
Fax to: 732-274-1237