

# Wayne Trace Junior/Senior High School

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**Dear Parents:**

**October 6, 2020**

Parent/Teacher Conferences have been scheduled for the Wayne Trace Jr./Sr. High School for Wednesday, November 4<sup>th</sup> from 5:30-8:30 p.m. and Thursday, November 5<sup>th</sup>, from 1:00-8:00 p.m. There will be "No School" for students on Thursday, and Friday, November 5<sup>th</sup> and 6<sup>th</sup>.

Please continue to check your son/daughter's grades in Progressbook. If you have questions prior to parent/teacher conferences, don't hesitate to contact your child's teacher. Grade cards will not be distributed before October 30<sup>th</sup>, so do not wait for grade cards to sign up for conferences. Please have this form returned to the office by Monday, October 26<sup>th</sup>. We will be scheduling these conferences on a first request basis. All conferences will be scheduled in advance.

**We are trying to prioritize conferences for students that are struggling in class. If your child is doing well in class, you can email the teacher directly if you have any other concerns. We are asking that no more than 2 people attend the conference and that anyone who attends an in-person conference wear a mask. Another option could be a virtual conference.**

If you have more than one student in your household please return all the forms to the office at the same time so they can be scheduled together.

Student's name \_\_\_\_\_ Grade \_\_\_\_\_  
Parent's name \_\_\_\_\_ Phone # \_\_\_\_\_  
Parent's Email Address \_\_\_\_\_

**Preferred time block – PLEASE MARK YOUR 1ST, 2ND, AND 3RD CHOICE**

\_\_\_\_\_ Wednesday, November 4      5:30 p.m. - 8:30 p.m.  
\_\_\_\_\_ Thursday, November 5      1:00 p.m. - 4:30 p.m. Dinner Break 4:30-5:30  
\_\_\_\_\_ Thursday, November 5      5:30 p.m. - 8:00 p.m.

**Do you prefer to have a virtual conference? Please Circle YES NO**

Please return the form to the Jr./Sr. High Office by Monday, October 26<sup>th</sup>. **Completed Conference schedules will be distributed to students by Friday, October 30<sup>th</sup>.**

**Please list the names of teachers with whom you would like a conference.**

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_