

**UNION CANAL ELEMENTARY SCHOOL  
FALL 2020 - PARENT TEACHER CONFERENCES**

We are offering conference times for parents on Monday, November 23 and Tuesday, November 24.

**\*\* Note that there will be no classes for any elementary school students on November 23 & 24.\*\***

**If you submit this form, please DO NOT use the online scheduling program (which opens on October 5). Please return this completed form to the school office as soon as possible.**

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

☐ Please have an interpreter available. Language needed: \_\_\_\_\_  
Por favor tengan presente un interprete. Idioma: \_\_\_\_\_

Note that elementary conferences are the same days as the middle school. Please request a different time for each school.

Conferences will be scheduled for fifteen (15) minutes within the time blocks available below.

Monday Afternoon, 2:00–4:00 P.M.

1st Choice time block \_\_\_\_\_

Monday Evening, 4:30-9:00 P.M.

Tuesday Morning, 8:00-12:00 P.M.

2nd Choice time block \_\_\_\_\_

Tuesday Afternoon, 12:30-3:00 P.M.

Important: In order to schedule you for a conference, you **must** list the name of the teacher(s) that you are requesting to see. The office will do its best to honor all requests.

Homeroom Teacher's Name \_\_\_\_\_

Note: you may request additional conferences with any number of teachers from the Multi-grade and/or Specialist Sections, (i.e. Specials, Reading, Intervention, Learning Support).

Teacher's Name \_\_\_\_\_ Subject Taught \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Subject Taught \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Subject Taught \_\_\_\_\_

If you have more than one student attending Union Canal Elementary, we will attempt to coordinate your times as much as possible. You must complete a separate conference form for each child. Staple the forms together and send them in with one of your children.

Sibling \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Sibling \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

*A confirmation notice from the office will be sent home with your child.*