

## Parent Teacher Conference

We encourage parent-teacher communication and believe that it is essential in facilitating our students' learning experiences. We encourage you to **please turn this form back into Heidi McClain**. Should you have questions, you can reach Heidi at (740) 364-2413 or 1-800-945-2832 (extension 2413). **Please return your form by October 26 or send an email to Heidi at [hmcclain@c-tec.edu](mailto:hmcclain@c-tec.edu)**

We have scheduled two evenings in November for **C-TEC Parent-Teacher Conferences**. The purpose of these conferences is to provide parents the opportunity to meet personally with career-technical and/or academic teachers and discuss any concerns regarding their son's/daughter's progress to that point in the school year. We also encourage students to attend the conference with parents. Therefore, we have set the following dates and times:

<b>Wednesday, November 1</b>	<b>3:30 - 7:00 p.m.</b>
<b>Thursday, November 16</b>	<b>3:30 - 7:00 p.m.</b>

Prior to these dates, your son/daughter will have received one interim grade report and a grade report for the first nine weeks of school. On either of those reports, a teacher may have requested a parent conference. Certainly, you do not have to wait until these dates to schedule a teacher conference.

Please turn in your form or email Heidi at [hmcclain@c-tec.edu](mailto:hmcclain@c-tec.edu) to schedule a conference. If there is a conflict with the time requested, Heidi will notify you of the change. Please include a current phone number where you can be reached during the day along with your email address so that we can send you a confirmation.

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### Conference Request Form

***Please return this form to Heidi McClain by October 26.***

*Please Print*

Student \_\_\_\_\_ Home Phone \_\_\_\_\_

Program \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Parent(s) attending conference:

\_\_\_\_\_

I would like to meet with the following teachers:

\_\_\_\_\_

\_\_\_\_\_

I would like to meet with the teachers as a: Group \_\_\_\_\_ or Individually \_\_\_\_\_

**Date Requested:**

Nov. 1	Time	3:30-4:00 p.m. _____	5:00-5:30 p.m. _____	6:30-7:00 p.m. _____
		4:00-4:30 p.m. _____	5:30-6:00 p.m. _____	
		4:30-5:00 p.m. _____	6:00-6:30 p.m. _____	

Nov. 16	Time	3:30-4:00 p.m. _____	5:00-5:30 p.m. _____	6:30-7:00 p.m. _____
		4:00-4:30 p.m. _____	5:30-6:00 p.m. _____	
		4:30-5:00 p.m. _____	6:00-6:30 p.m. _____	