

## YORK HAVEN ELEMENTARY SCHOOL PARENT TEACHER CONFERENCES

Dear Parent(s):

This is an invitation for you to attend Parent/Teacher conferences, which will be held at York Haven Elementary School on **November 7, 2012 (afternoon and evening), November 8, 2012 (afternoon and evening)**. We will be scheduling conferences through a telephone call-in system. You may request a conference with any of the special teachers at the same time you are scheduling a conference with the classroom teacher. **The special teacher will contact you to schedule a conference time.**

Afternoon conferences begin at 1:45 p.m. and conclude at 3:25 p.m.  
Evening conferences begin at 6:00 p.m. and conclude at 8:00 p.m.

In order to schedule a conference time to discuss your child's progress please call **266-5007** at your earliest convenience. **You may call between the hours of 7:30 a.m. and 4:00 p.m.**

Please have this form available for your records when making your telephone call.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Teacher                      Time                      Date

**You will receive a notice prior to your conference reminding you of the time and date of the conference.**