

January 23, 2012

Dear Eclipse Parents,

Spring conferences will be held at WRMS on **February 16 & 17**. Conferences are not mandatory, but are encouraged. If you request a conference, you will meet with a representative teacher (or teachers), rather than with the full team. Other team teachers may come in to see you briefly as they become available from other conferences.

We will take your conference time request (below) and will schedule a conference for you. Please look for a **confirmation** of the final time and location in the EO folder on **Monday, January 30**.

**Conferences will be assigned on a first come, first serve basis, so make sure that your son or daughter returns this form as soon as possible.**

Thank you,  
The Eclipse Team Teachers



Please **rank** all possible times that you would be available in the order of your preference. Please keep in mind that our evening times are limited, so consider a morning or afternoon time if possible. Return the bottom portion of this form to your EO teacher.

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

I do not feel a conference is necessary now; I will call the team if I have any questions.

I would like to schedule a conference with the team. Please rank the times that will work for you, in order of preference.

Wednesday 3:15-4:30 \_\_\_\_\_ Wednesday evening 5:30-7:00 \_\_\_\_\_  
Thursday 8:00-11:00 \_\_\_\_\_ Thursday 1:00-4:30 \_\_\_\_\_ Thursday 5:30-7:00 \_\_\_\_\_

**RANK**  
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I prefer a phone conference. I will call during team time (1:30-2:00) at 339-4300. For a phone conference, contact the team any time other than the week of Feb 13.

Date returned \_\_\_\_\_