

**Please complete and return the attached conference form  
to your child's teacher  
no later than Wednesday, February 7th.**

**Woodland Elementary School  
Parent Conference Request Form**

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

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

**Teacher options:**

\_\_\_\_\_ Teacher desires a conference.

\_\_\_\_\_ Teacher feels a **conference is not necessary at this time \***

**Parent options:**

\_\_\_\_\_ Parent agrees that no conference is necessary at this time.

\_\_\_\_\_ Parent desires a conference on 2/16

\*This is an option only if the teacher has checked that a conference is not needed:

\_\_\_\_\_ Parent will contact teacher to discuss progress at a later date.

Conference times: **ONLY** for KAM1, KAM2, KPM1 & KPM2 on Friday, February 16th

\_\_\_\_\_ Anytime between 8:15 a.m. -11:30 a.m.

\_\_\_\_\_ Anytime between 12:00 p.m. – 3:15 p.m.

\_\_\_\_\_ If at all possible, would you please schedule my conference  
between these times? \_\_\_\_\_

Conference times: for Grades 1-4: on Friday, February 16<sup>th</sup>

\_\_\_\_\_ Anytime between 12:00 p.m.– 3:15 p.m.

\_\_\_\_\_ If at all possible, would you please schedule my conference  
between these times? \_\_\_\_\_

Please attempt to coordinate conference times with the following teacher.

Sibling's Name

Teacher's Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_