

Dear Parent/Guardian:

To assist in planning for the upcoming Parent/Teacher Conferences, we ask that you review your child's academic progress and indicate a preference that will best meet your needs. The available options to consider are as follows:

- Satisfied with progress - no need for a conference (at this time)
- Prefer a scheduled conference during the times listed below
- Prefer a phone conference

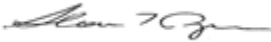
In order to accommodate as many parents as possible, scheduled conferences will be approximately 15 minutes in length with a designated team teacher. Conference times will be scheduled in the following blocks of time:

Monday, November 19	12:45 p.m. - 2:30 p.m.	Half-day for students
Monday, November 19	6:00 p.m. - 7:45 p.m.	Evening conferences
Tuesday, November 20	12:45 p.m. - 2:30 p.m.	Half-day for students
Wednesday, November 21	7:30 a.m. - 10:30 a.m.	No School for students

Please respond **no later than Friday, November 9, 2018** by using this link <https://goo.gl/forms/3jKsuv38rwNZsFbJ2> . You may also call Ms. Lamb at 609-654-7707 ext. 8323 or email [mlamb@medford.k12.nj.us](mailto:mlamb@medford.k12.nj.us). Your scheduled appointment confirmation will be emailed to you. Please note that the confirmation sent at this time may include any conference requested by the team or individual teacher.

If you have any questions or concerns, please do not hesitate to contact Ms. Lamb, our Guidance secretary, at extension 8323. As a reminder, you may request a teacher conference at any time during the year by calling the Guidance Office, 609-654-7707 option #4. We look forward to assisting you in monitoring your child's progress.

Sincerely,



Shawn Ryan