

MANSFIELD HIGH SCHOOL

Mary L. Watkins
Principal

Zachary Abrams
Assistant Director,
Special Education

Abigail Barlas
Assistant Principal

James Schlieffe
Assistant Principal

Timothy Tichacek
Assistant Principal

November 14, 2019

RE: TEACHER CONFERENCES

Dear MHS Parents and Guardians,

You are cordially invited to attend our Teacher Conferences which will take place Wednesday, December 4th from 12:00 - 2:30PM and Thursday, December 5th during two sessions: 12:00 – 2:30PM and 6:30 - 8:30PM.

Conferences are five minutes in length and serve as a progress check-in. If you wish to schedule appointments, please have your child bring the **Conference Appointment Form**, located on the back of this letter, to the teacher(s) with whom you wish to meet. If additional time is needed, another appointment can be made with the teacher.

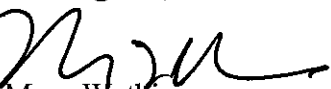
Please know that you should feel free to communicate with your child's teachers at *any time* during the school year, and not just on conference days. Thus, if all is going well and you are satisfied with your child's progress, you may choose not to schedule an appointment at this time.

Students will be receiving their first quarter report cards in school on Monday, November 18th.

I would like to take this opportunity to thank you for supporting your child and our school. It is through our partnership that a true learning community is created and student achievement may be maximized.

On behalf of our administration, I wish you and your family a happy Thanksgiving and holiday season.

Best regards,



Mary Watkins
Principal

Mansfield High School ~ Conference Appointment Form

Wednesday, December 4, 2019

12:00 – 2:30pm

Thursday, December 5, 2019

12:00-2:30pm and 6:30-8:30pm

Student's Name: _____ **Parent/Guardian Name:** _____

Please list the names of your child's teachers with whom you wish to meet and ask your student to bring this to the teachers for an appointment time.

Please indicate your preference for a meeting time (1st and 2nd choice). Teachers will make every effort to meet requests based on availability.

- December 4th Afternoon** _____
- December 5th Afternoon** _____
- December 5th Evening** _____

<u>Teacher Name/Subject</u>	<u>Room</u>	<u>Time Assigned</u>	<u>Teacher Initials</u>
-----------------------------	-------------	----------------------	-------------------------

1.

2.

3.

4.

5.

6.

7.