October 30, 2017

Dear Parents and Guardians:

Parent Teacher Conferences for CATEC students will be held the week of November 6th through November 10th (Parent Teacher Conference Day for Albemarle County and Charlottesville City is Tuesday, November 7th).

CATEC will provide conferences all day (8:15 a.m.-3:45 p.m.) on Tuesday, November 7th. If the hours set aside on Tuesday, November 7th are inconvenient for you, please list a date/time within the week that you would like to schedule a conference with your student’s teacher. Please complete the information below, detach the bottom portion, and ask your student to return the slip to his/her CATEC teacher. Thank You!

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______ Yes, I would like to meet with my student’s teacher on Parent Teacher Conference Day (Tuesday, November 7, 2017).

Time requested to meet: _____________________________________________

Student’s Name/Program: ____________________________________________

Parent/Guardian’s Name: ____________________________________________

Phone # where you can be reached: ________________________________

______ No, I am unable to meet on Parent Teacher Conference Day (11/7/17); however, I would like to meet with my student’s teacher on another date during the week of November 6th-10th.

Date/Time requested to meet/call: ________________________________

Student’s Name/Program: __________________________________________

Parent/Guardian’s Name: __________________________________________

Phone # where you can be reached: ________________________________

______ No, I am unable to meet during the week of November 6th-10th; however, I would like my student’s teacher to call me.

Date/Time requested to meet/call: ________________________________

Student’s Name/Program: __________________________________________

Parent/Guardian’s Name: __________________________________________

Phone # where you can be reached: ________________________________