

HALL MEMORIAL SCHOOL

111 River Road, Willington, CT 06279

Phone: 860.429.9391 Fax: 860.429.5682

Deborah L. Sullivan
Principal
dsullivan@willingtonct.org

November, 2009

Dear Parent/Guardian of _____:

The Board of Education has set aside Monday, November 23 and Tuesday, November 24 for parent/teacher conferences. Students will be dismissed at 12:05 p.m. to facilitate conferences. Lunch will not be served at Hall Memorial School on these two days.

The sixth, seventh and eighth grade teams are scheduling team conferences – a format that allows teachers and parents to discuss a student’s full educational program. Please understand that it is not possible to accommodate all parents during two days of conferences and meetings will be scheduled on a needs basis. If you would like to meet with your child’s teachers, but are not scheduled to do so, parent/teacher conferences can be arranged at any time during the school year by sending a note to school, by calling the school or through e-mail contact (teacher’s first initial and last name @ willingtonct.org example: dostien@willingtonct.org). **Please complete and return this form by Friday, November 13, 2009.**

_____ We would like to meet with you. Please indicate below your first and second choice for conference times. **Each conference is twenty minutes in length.**

Monday, 11/23/08

Tuesday, 11/24/08

2:00 – 3:00 _____

3:00 – 4:00 _____

3:00 – 4:00 _____

4:00 – 5:00 _____

4:00 – 5:00 _____

5:00 – 6:00 _____

6:00 – 7:00 _____

If you would like to request a member(s) of the Unified Arts Team to be present please check the appropriate categories listed.

_____ Art _____ Computer _____ Health _____ Music

_____ P.E. _____ Spanish

_____ We do not feel that a conference for your child is necessary at this time.

We look forward to meeting with you during this period of parent/teacher conferences. If a conference has not been requested for your child but you would like to meet with the team, please contact your child’s homeroom teacher for an appointment.

Sincerely,

Sixth, Seventh and Eighth Grade Hall Memorial School Staff