



Charter School of Educational Excellence

260 Warburton Avenue, Yonkers, New York 10701
(914) 476-5070 • Fax (914) 476-2858

MIDDLE SCHOOL PARENT/TEACHER CONFERENCES FALL 2011



November 28, 2011

Dear CSEE Parents/Guardians of Grades 7-8 Students:

We invite you to attend **Parent Teacher Conferences on Wednesday, December 14, 2011**. The first marking period ended on November 22, 2011. Our school schedule has been modified to make it convenient for parents who prefer either the afternoon time or the evening to meet with the teacher/s. There is a **1/2 day of school** on December 14; therefore, students will be dismissed at **12:00 p.m.** Lunch will be served before dismissal. Please make the necessary arrangements for your child's early release from school and prompt pick up at noon. **Student report cards will be distributed to parents at the main lobby of the school.**

Middle school students have five content area teachers they meet with regularly. You will receive a **Parent Request for Conference** from all of your child's teachers. We understand it may not be possible for teachers to meet with over 75 parents in one day. However, if a teacher is not able to meet with you on December 14, he/she will make every effort to arrange to meet with you at another time or set up a phone conference.


Parents will have up to 10 minutes to meet with teachers. If you require additional time, arrangements will be made for a follow up meeting with the teacher at another time.

Please come prepared with your child's homeroom to facilitate retrieving your child's report card as there will be an assigned staff member distributing report cards to parents of 7th and 8th grade students when they enter the building.

A confirmation notice is forthcoming from the teacher indicating your meeting time. Please be on time to your meeting as teachers are following set scheduled appointments. Please check your child's book bag for a confirmation notice in the next few days.

Thank you.

Sincerely,


Catalina Castillo
Principal



PARENT' REQUEST FOR CONFERENCE DECEMBER 14, 2011



TEACHER: _____

SUBJECT AREA: _____

Student's Name: _____

Homeroom: _____

Parent's Name: _____

Telephone: _____

Please indicate with a check mark (✓) below the most convenient time to meet with the teacher on December 14, 2011. The middle school team will try to accommodate your request/s as best as they can either on that day or by arranging another date/time to meet with you. **Please see the Alternative Meeting Requested information below and complete and return it if applicable.**

Please indicate the Conference Session that is most convenient to you. **Check all that apply.**

Session I: 1:00 p.m. – 4:00 p.m.

Session II: 6:00 p.m. – 8:00 p.m.

Alternative Meeting Requested

Dear Teacher:

I am not able to meet with you on December 14, 2011. However, I would appreciate meeting with you at another time. Please call me to discuss my child's progress by phone or to schedule a mutually convenient time for us to meet.

My Name: _____

My Child's Name: _____

 My telephone: _____

 My Email: _____

Thank you.

Parent Signature

Date: _____