



CREST HIGH SCHOOL

800 Old Boiling Springs Road
Shelby, NC 28152



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Holly Robinson, *Principal*
Kelly C. Grier, *Asst. Principal*
Jeremy Shields, *Asst. Principal*

October 5, 2015

Dear Parents:

Parent/Teacher Conference Day is scheduled for **Thursday, October 8, 2015**, at Crest High School. Students will be dismissed at 1:00 p.m. Teachers will be scheduling appointments between 1:30 and 6:45 p.m. for 15 minute conferences with parents or guardians. You may wish to visit with **one or all** teachers who work with your child. **Progress reports will be sent home tomorrow.**

On the bottom portion of this letter, please indicate your first, second and third choice for the time period you wish to visit. Your student should have filled in his/her schedule. Place a check beside the name of the teacher(s) with whom you would like to request a conference. Your student will return this form to you when all the teachers you have indicated you wish to see have signed. Teachers may also use this form to request a meeting with you. They will make a note in the far right column with a time if they see the need to meet, or they will contact you to set up a time.

Some companies and businesses give leave time to allow parents to attend conferences with the teachers of their children. If you are working during the times listed below, please check to see if your employer provides such a service to its employees

Sincerely,

Holly Robinson, Principal

Please indicate your 1st, 2nd, and 3rd choice of time by placing **1**, **2**, or **3** below

_____ 1:30-3:00 pm	_____ 3:00-5:00 pm	_____ 5:00-6:45 pm
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Student's Name: _____

Parent's Name: _____

Contact Information: _____ (home) _____ (cell) _____ (e-mail)

Class Schedule:

Pd	Subject	Teacher	Room #	Request Conference (yes/no)	Conference Time
To be completed by student & parent					To be completed by teacher
1					
2					
3					
4					

“Home of the Chargers”