

## MORTON UNIT SCHOOL DISTRICT 709

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Dear Parents of

It is the philosophy of the Morton Unit School District that the education of children requires close cooperation between the school and the home. A vital responsibility of the school is to keep the lines of communication open with the home. Both parents and teachers have a common goal—to help the child—and both play an important role in the child's development. With this in mind, a conference is being scheduled for each parent with the child's classroom teacher in the elementary schools. Conferences have been planned this year for all day **Thursday, October 17, and Friday morning, October 18.**

The parent-teacher conference will cover social, emotional, and academic growth. Possible topics for discussion include abilities, activities, attitudes toward school and other children, work habits, interests, successes, citizenship traits, and recommendations. You are encouraged to bring your concerns for discussion. Both parents are urged to attend when possible.

Conferences are being scheduled for 15 minutes each. Parents are urged to strictly observe the schedule in order to help utilize the available time efficiently.

Your conference is scheduled for \_\_\_\_\_.

Please complete the form and return to your teacher by \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Teacher

.....  
 I will plan to attend the conference as scheduled.

I cannot attend the conference at the time scheduled.  
I could attend \_\_\_\_\_

Student's Name \_\_\_\_\_ Signed \_\_\_\_\_  
(Please Print)

Note: If you have more than one child and two conferences were inadvertently scheduled simultaneously, please notify the building principal.