

Portsmouth High School Conference Form

On Thursday, November 17, Portsmouth High School will conduct Parent/Teacher Conferences between the hours of 6:00 P.M. and 9:00 P.M. Sign up sheets for specific times are to be utilized to schedule these meetings. If you desire a conference with a specific teacher, please indicate on the form below and return it to school with your son/daughter **BY WEDNESDAY, NOVEMBER 16**. Please have her/him show the form to the teacher(s) you list. They will indicate a time and location where a conference can take place. The form will be returned to your son/daughter and should be taken home as a record of the scheduled conference(s).

In order to accommodate the maximum number of requests, individual conferences are scheduled for **TEN MINUTES**.

If you are unable to schedule a conference with a specific teacher for Thursday, please let him/her know if you would like to be called or have an individual conference at another time.

Robert E. Littlefield, Principal

Student Name: _____

Parent Name: _____

I would like to schedule a conference with the following teachers:

_____	_____	_____
_____	_____	_____
_____	_____	_____

To be completed by the teacher:

Time Slot	Teacher Name	Location
6:00 – 6:10		
6:10 – 6:20		
6:20 – 6:30		
6:30 – 6:40		
6:40 – 6:50		
6:50 – 7:00		
7:00 – 7:10		
7:10 – 7:20		
7:20 – 7:30		
7:30 – 7:40		
7:40 – 7:50		
7:50 – 8:00		
8:00 – 8:10		
8:10 – 8:20		
8:20 – 8:30		
8:30 – 8:40		
8:40 – 8:50		
8:50 – 9:00		

Students: Have your teachers schedule an appointment and write it in the space to the left at the scheduled time slot.