

*Morrisonville  
Jr./Sr. High  
School*



204 N. Perrine St. ♦ Morrisonville, Illinois 62546  
(217) 526-4432 Fax: (217) 526-4452

<http://www.mohawks.net/>

*Principal Ann Little*

E-mail: [alittle@mohawks.net](mailto:alittle@mohawks.net)

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September 28, 2007

Parent/Teacher Conferences:

Dear Junior High/High School Parent(s)/Guardian(s),

Morrisonville Unit School District Parent/Teacher Conferences are scheduled for Thursday, October 25, 2007, from (3:15-8:00 PM) and Friday, October 26, 2007, from (8:00-11:30 AM). **School will be dismissed on Thursday at 11:45 and will not be in session on Friday due to the conferences.**

All conferences are scheduled for fifteen-minute time periods, allowing for multiple conferences to be scheduled across all grade levels. Conferences will be scheduled on a first-come basis, according to when the attached scheduling preference form is returned to the school.

If you do not return a form and your child's teacher(s) feel(s) that it is necessary to discuss your child's progress, you may be contacted at a later date to schedule a meeting through the office. If you cannot attend at the times designated, please contact your child's teacher(s) promptly to arrange another time or possibly contact them by phone or email to discuss your child's progress.

**Please return the attached page to the office so that we can confirm a scheduled time for the conference.** Thank you very much for your interest in your child's education. We look forward to seeing you at the parent/teacher conferences.

Sincerely,

Ann Little

**Parent/Teacher Conference Scheduling Form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell or Work \_\_\_\_\_

After viewing my child's mid-term progress reports I would like to meet with the following teachers in the junior/senior high: (Please List)

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I will be able to attend my child's conference during the designated time slot below:  
(check or mark any time slot that will work best for you)

\_\_\_\_\_ 1:00-3:00 PM Thursday, October 25, 2007

\_\_\_\_\_ 3:00-5:00 PM Thursday, October 25, 2007

\_\_\_\_\_ 5:00-7:45 PM Thursday, October 25, 2007

\_\_\_\_\_ 8:00-10:00 AM Friday, October 26, 2007

\_\_\_\_\_ 10:00-11:45 AM Friday, October 26, 2007

If you will not be able to attend your child's parent/teacher conference on the above dates and time, please contact your child's individual teachers via email or phone to schedule a conference time or discuss your child's progress. If your child's teacher does not hear from you and feels it necessary to discuss your child's progress, please understand that you may be contacted through the office to arrange a conference time. Thank you for your concern in your child's education.

**Note: A confirmation form will be sent home with your child as to the exact conference times with the teachers you have indicated above. Thanks again for your time and concern.**