

Shafer

MIDDLE SCHOOL

5 February 2018

Dear Parents:

We are pleased to invite each of you to this semester's parent-teacher conferences which will be held on Tuesday, February 20th. The conferences will be held between the hours of 1:00^{PM} and 7:00^{PM}. The afternoon has been divided into fifteen minute increments in order for us to meet with as many of you as possible.

If you would like to meet with any or all of your child's teachers, please contact Amy Grigsby, the school secretary, and make an appointment. She has a copy of each student's schedule and will be able to assist you in meeting with the teachers. You may reach Mrs. Grigsby at 452-9100 during regular school hours or by email at amy.grigsby@sumnerschools.org.

Before coming to the conferences, please jot down your questions, concerns, and praises in order to make the most of your conference time. Please arrive a little early and be prepared to leave on time in consideration of the parents that will be meeting after you.

We anticipate that each teacher will have a full schedule of appointments, so please contact Mrs. Grigsby as soon as possible. If you have any questions, please feel free to contact me.

Sincerely,

David W. Hallman

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sms.sumnerschools.org