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**Dr. Edwin M. Quezada**

Superintendent of Schools

**Dr. Andrea S. Coddett**

Assistant Superintendent
Curriculum, Instruction, School Supervision Elementary Administration

**Isabel Hernandez**

Principal

Robert C. Dodson School

December 1, 2020

Dear Parent/Guardian:

On **Wednesday, December 9, 2020**, Robert C. Dodson School will be having Parent Teacher Conferences. The meetings will take place virtually via Teams from 5:00pm to 7:00pm. We encourage you to take advantage of this opportunity to discuss your child’s academic and social progress in one of the available ten-minute time slots.

Please fill out the form below and return to your child’s teacher as soon as possible.

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Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time slot you would like if possible – please number your preferences in order of

1, 2, 3.

**Wednesday, December 9, 2020**

 5:00pm-5:10pm\_\_\_\_\_\_\_\_ 5:15pm-5:25pm\_\_\_\_\_\_\_

 5:30pm-5:40pm\_\_\_\_\_\_\_\_ 5:45pm-5:55pm\_\_\_\_\_\_\_

6:00pm-6:10pm\_\_\_\_\_\_\_\_ 6:15pm-6:25pm\_\_\_\_\_\_\_ 6:30pm-6:40pm\_\_\_\_\_\_\_\_ 6:45pm-6:55pm\_\_\_\_\_\_\_

**If you are unavailable at these times please notify the teacher to set up an appointment.**

**To be completed by your child’s teacher:**

Your meeting on Wednesday, December 9th regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is

 **Child’s name**

scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_.

 **Time**

**Teacher’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_