

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
 JOHN ADAMS MIDDLE SCHOOL  
 PARENT/TEACHER CONFERENCES REQUEST FORM  
 OFFICE (732-452-2920) / GUIDANCE (732-452-2920 Ext.3005)

Student's Name: \_\_\_\_\_ Parent's Phone#: \_\_\_\_\_

**Part I: To be completed by the parent/guardian.**

Please indicate above your child's name and phone number. In the space below list the staff you are requesting to see on **Thursday, 2/09**. Your child's teacher(s) will complete parts II or III (lower portion of form) and return to you.

**Part II: To be completed by the teacher.**

No appointment is available at this time. Please call the guidance office at 732-452-2920 Ext. 3005 to arrange a phone conference, and leave a daytime phone number

**TEACHER**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**TEACHER**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Part III. To be completed by the teacher(s).**

Procedures: The student will contact the teacher(s) indicated above, present this form and, after all conferences have been scheduled, return it to their parent(s). All conferences should be scheduled by **February 3, 2012. Appointments will run from 6-8pm.**

<b>Thurs: 2/9/12</b>	Teacher's Name	Room Location	Subject

**NOTE:** Parents should keep this conference schedule in a safe place and bring it with them to the conference. There is no duplicate copy available.

