

LHMS Parent-Teacher Conference Request



To the parent(s)/guardian(s) of _____:

Your child's teachers would like to schedule a time to speak with you concerning your child's progress at this point in the school year. Lincoln Middle has scheduled _____ as the day for our school's conferences. Teachers will be available to meet with you from 3:15 p.m. to 6:00 p.m. on that date. Conferences should only require approximately 10-15 minutes of time per student.

Please complete the bottom portion of this form including a time that will be convenient for you to meet. Return this form to your child's advisor by _____. If you have any questions or concerns please contact your child's advisor per telephone at 581-3200.

Advisor _____

Student name: _____

Time Requested to Meet _____

Parent Signature _____

**"Lifelong learners with
High expectations
Moving toward a bright future
Striving to succeed!"**