

HOLBROOK JUNIOR - SENIOR HIGH SCHOOL

245 South Franklin Street
Holbrook, Massachusetts 02343

MARY ANN DEMELLO Ed.D.
PRINCIPAL
SHANNON O'DRISCOLL
ASSISTANT PRINCIPAL



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November 10, 2016

Re: Parent Conferences

Dear Parents/Guardians:

Holbrook Junior-Senior High School will hold conferences for parents/guardians of students in grades 7-12 on Thursday, November 17th. Parents/Guardians are invited to make appointments to meet with teachers both in the afternoon between 12:00 and 2:30 p.m. and in the evening between 6:00 and 8:00 p.m. If you wish to schedule a conference, please list the teacher you would like to meet and indicate a preferred time. Conferences are scheduled at five minute intervals. If you need more time, please make arrangements to meet with the teacher at another time. Your child can bring the form to teachers who will confirm the time and location of the conference. You may also contact teachers by phone or email to schedule a conference.

I hope you will be able to attend on November 17th.

Sincerely,

Mary Ann DeMello Ed.D.
Principal

<u>Student Name</u>		<u>Grade</u>			
<u>Teacher</u>	<u>Subject</u>	<u>Requested Time</u>	<u>Teacher Confirmed Time</u>	<u>Location</u>	