



Flanagan-Cornell Unit Dist. No. 74

“Good Schools Build Strong Communities”

Flanagan-Cornell Unit #74 Grade School and High School will be having Parent-Teacher Conferences

Thursday, October 25, from 2:00-7:00 p.m.

Friday, October 26, from 8:00-11:00 a.m.

FORMAT FOR GRADE SCHOOL AND HIGH SCHOOL PARENT-TEACHER CONFERENCES

The format for the grade school and high school will be as follows:

- 1 If your student’s teacher would like to request a conference with you, you will receive this cover letter in the mail along with a conference request form.
- 2 When you have a conference, you will meet with your child’s teacher or teachers.
- 3 At the conference, be prepared to ask any questions regarding your child’s progress in the class.
- 4 If you didn’t receive a request from a teacher to have a conference, but you would like a conference with a teacher, it can be arranged.
- 5 **HOW TO ARRANGE A CONFERENCE:**
 - A. If you receive a request from a teacher for a conference, it will be your responsibility to call the school office and make an appointment for the conference.
 - B. If you want a conference with a teacher, it will be your responsibility to call the school office and make an appointment for that conference.
 - C. If you received a request for a conference and cannot attend, please sign the slip and send it back to school.
 - D. If you have children in the both school buildings and you are coming in for a conference, we will try to set your grade and high school appointment as close together as possible. However, it is important to keep in mind that we may not be able to accommodate time schedules.
 - E. Conferences are by appointment only.

CALL BETWEEN 9:00-11:00 A.M. AND 1:00-3:00 P.M.

THE GRADE SCHOOL PHONE NUMBER IS: 815-796-2261.
THE HIGH SCHOOL PHONE NUMBER IS: 815-796-2291.
 - F. Please keep in mind if you have multiple conferences, this will necessitate more of your time.