



# Flanagan-Cornell Unit Dist. No. 74

*“Good Schools Build Strong Communities”*

Dear Parents:

The Flanagan-Cornell Unit #74 Grade School and High School will be having Parent-Teacher Conferences on Thursday, October 24 from 2:00-7:00 p.m. and Friday, October 25 from 8:00-11:00 a.m.

## ***FORMAT FOR GRADE AND HIGH SCHOOL PARENT-TEACHER CONFERENCES***

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

1. Along with this cover letter, you could receive a request(s) from a teacher(s) to have a parent-teacher conference.
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 grade or high 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 grade or high 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 the grade or high school.
  - D. If you have children in 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. Appointments will be taken the week of October 15, 2019

THE GRADE SCHOOL PHONE NUMBER IS: 796-2261.

THE HIGH SCHOOL PHONE NUMBER IS: 796-2291.

- F. Please keep in mind if you have multiple conferences, this will necessitate more of your time.

It is our hope that this format will provide you, the parents, an opportunity to communicate with your child's teacher. By working together, we can perhaps better serve your child.

Sincerely,

Ryan Hansen  
High School Principal