



**The Institute for Excellence Charter School**

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[www.tifecs.charter.k12.nj.us](http://www.tifecs.charter.k12.nj.us)  
 "Promoting Excellence in the Whole Child"

November 2<sup>nd</sup>, 2011

Dear Parents/Guardians of 3<sup>rd</sup> and 4<sup>th</sup> grade TIFECS students,

Parent-teacher conferences for the TIFECS 3-4 building will be held on **Wednesday November 16<sup>th</sup> from 2-4pm, Thursday November 17<sup>th</sup> from 6-8pm** and **Friday November 18<sup>th</sup> from 2-4pm**. All three days are 12:30 dismissals at both schools.

Below you will find the available time slots for 15-minute conferences with your child's teachers. Please select your top three choices for times to meet with teachers and write times on the lines below. If you would not like a conference, please indicate that below. Please indicate if you prefer a telephone conference. Once you have made your selections, send the bottom portion of this notice to school with your child **by Monday, November 7<sup>th</sup>**. You will receive confirmation of your conference time via backpack mail on Wednesday, November 9th. Conference times are awarded on a first come, first serve basis. We will do our best to accommodate your time and date requests.

<b>WEDNESDAY</b> <b>November 16<sup>th</sup></b> <b>2-4pm</b>	<b>THURSDAY</b> <b>November 17<sup>th</sup></b> <b>6-8pm</b>	<b>FRIDAY</b> <b>November 18<sup>th</sup></b> <b>2-4pm</b>
2:00PM 2:15PM	6:00PM 6:15PM	2:00PM 2:15PM
2:30PM 2:45PM	6:30PM 6:45PM	2:30PM 2:45PM
3:00PM 3:15PM	7:00PM 7:15PM	3:00PM 3:15PM
3:30PM 3:45PM	7:30PM 7:45PM	3:30PM 3:45PM

\*\*\*\*\*Complete and return to HR teacher by Monday, November 7<sup>th</sup>\*\*\*\*\*

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

HR Teacher \_\_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

I do not request a conference: \_\_\_\_\_ I request a phone conference \_\_\_\_\_

Phone # \_\_\_\_\_

Available Days and Times for Phone Conference (list three): \_\_\_\_\_

**Diane Osbourne**  
 Principal/Assistant Director  
 TIFECS K-2

**Benjamin M. Fox**  
 CSA / Director

**Brian Mistretta**  
 Principal/Assistant Director  
 TIFECS 3 & 4