

WILLIAM A. SHINE - GREAT NECK SOUTH HIGH SCHOOL
GUIDANCE OFFICE
341 LAKEVILLE ROAD
GREAT NECK, NEW YORK 11020
516-441-4820

Please note: A translated version of this document is available on the website www.greatneck.k12.ny.us

이서류의 번역판을 www.greatneck.k12.ny.us 에서 보실수 있습니다.

Por favor note: La version traducida de este documento esta disponible en nuestra pagina web www.greatneck.k12.ny.us

清注意：本文被翻译了成汉语并且在我们的电脑网站可以找到www.greatneck.k12.ny.us

October 2018

Dear Parents of Ninth Grade Students:

We would like to welcome your child to Great Neck South High school as a valued member of the class of 2022. High school begins a new and exciting chapter in his/her life, one in which your high school counselor plays an integral role. As the first step in our effort to develop a valuable four -year relationship with you and your child, we strongly recommend that you attend an individual conference with your child and his/her counselor. This is an important opportunity for us to discuss your child's progress, explore extra-curricular opportunities and address any questions or concerns.

Please complete the conference appointment form, and have your child return it to the Guidance Office. **Be sure to choose a time during which your son/daughter is not in class.** If you are unable to attend, please encourage your child to see his or her counselor, in the next few weeks. Please have your child bring this form to the front desk in the Guidance Office so that your appointment can be confirmed. **Please do not mail or fax it!**

Ninth grade meetings will take place between **November 26, 2018 through January 4, 2019.**

Sincerely,

The Guidance Department at
Great Neck South High School

**COMPLETE THE CONFERENCE APPOINTMENT FORM
AND HAVE YOUR CHILD RETURN IT TO THE FRONT
DESK IN THE GUIDANCE OFFICE**

DO NOT MAIL OR FAX!

CONFERENCE APPOINTMENT FORM

For _____
(Counselor's Name)

Yes, I/we wish to make an appointment concerning _____ Grade _____
(Student's Name)

PHONE # _____

PLEASE COMPLETE INFORMATION FOR BOTH DATE AND TIME.

***CHOOSE A DATE** school is in session **from November 26, 2018 to January 4, 2019**

_____ or _____ or _____
Insert Date: 1st Choice Insert Date: 2nd Choice Insert Date: 3rd Choice

***CHOOSE A TIME** (check one)

Check One Box	Time Selection
<input type="checkbox"/>	7:59 am to 8:39 am (period 1)
<input type="checkbox"/>	8:43 am to 9:26 am (period 2)
<input type="checkbox"/>	9:30 am to 10:10 am (period 3)
<input type="checkbox"/>	10:14 am to 10:54 am (period 4)
<input type="checkbox"/>	10:58 am to 11:38 am (period 5)
<input type="checkbox"/>	11:42 am to 12:22 pm (period 6)
<input type="checkbox"/>	12:26 pm to 1:06 pm (period 7)
<input type="checkbox"/>	1:10 pm to 1:50 pm (period 8)
<input type="checkbox"/>	1:54 pm to 2:33 pm (period 9)

____ No, I am unable to schedule a conference appointment at this time. However, I will try to contact you in the near future.

CONFIRMATION

Dear Parent/Guardian,

Your Conference Appointment with Guidance Counselor, _____,

is set for _____ at _____.
(insert date) (insert time/period)