

# CONFERENCE APPOINTMENT FORM

For \_\_\_\_\_

(Counselor's Name)

Yes, I/we wish to make an appointment concerning \_\_\_\_\_ in **Grade** \_\_\_\_\_  
(Student's Name)

PHONE # \_\_\_\_\_

PLEASE COMPLETE INFORMATION FOR BOTH DATE AND TIME.

\***CHOOSE A DATE** school is in session **between January 7 – January 31, 2019 OR between March 4 – April 30, 2019.**

\_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_  
Insert Date: 1<sup>st</sup> Choice                      Insert Date: 2<sup>nd</sup> Choice                      Insert Date: 3<sup>rd</sup> 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  
(insert name of Counselor)  
set for \_\_\_\_\_ at \_\_\_\_\_.  
(insert date)                                      (insert time/period)