**HENRY J. KALFAS ELEMENTARY SCHOOL**

**1800 Beech Avenue**

**Niagara Falls, New York 14305**

**(716) 278-9180 Fax (716) 278-9173**

Mrs. Carrie Buchman, Principal Mr. Allen Cowart, Dean of Students

March 1, 2023

Dear Parent/Guardian:

Spring Parent-Teacher Conferences will be held on **Tuesday, March 28, 2023 from 3:30-5:25pm.**

TO REQUEST AN APPOINTMENT:

1. List the name(s) of your child(ren), and the teacher(s) that you wish to see
2. Return this sheet to your child’s teacher by **Monday, March 20, 2023**

**Only one (1) form per family required**

|  |  |  |
| --- | --- | --- |
| **NAME OF CHILD** | **TEACHER** | **FOR OFFICE USE ONLY** |
|  |  |  |
|  |  |  |
|  |  |  |

* Conferences will be scheduled in the order in which requests are returned to the school
* If you have more than one child we will attempt to schedule conferences close together
* We are unable to accommodate walk-in meetings…all meetings will be scheduled and confirmed by phone

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent Name Parent Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone number(s) where you will be called to confirm your appointments(s)

***\*\*RETURN THIS FORM TO YOUR CHILD’S TEACHER BY Monday, March 20, 2023\*\****