MARKVILLE SECONDARY SCHOOL

INTERVIEW REQUEST FORM

Wednesday, March 30, 2011
6:00 p.m. – 8:00 p.m.

Dear Parent(s) and Guardian(s):

Interview Night will be on Wednesday, March 30, from 6:00 p.m. - 8:00 p.m. This is an opportunity to meet with the teachers of those courses in which your son or daughter is experiencing difficulty.

Parent-Teacher interviews will be scheduled at 10 minute intervals from 6:00 p.m. – 7:50 p.m. Please use this sheet to arrange interviews with your son’s/daughter’s teachers in advance. Below, list the names of the teachers you wish to see and have your son/daughter arrange the appointments during the school day. Appointments will be arranged on a first come, first served basis.

Many teachers will have student secretaries stationed outside their rooms. Please be sure to check in with the student secretary for each appointment. If you do not have time to visit a particular teacher, you may leave your name and phone number with the student secretary.

STUDENT’S NAME: _________________________________________________________

<table>
<thead>
<tr>
<th>TEACHER’S NAME/SUBJECT</th>
<th>ROOM</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To be completed by teacher)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 

2. 

3. 

4. 

DIRECTIONS

1. PARENTS: Please list the names of the teachers with whom you would like to schedule an appointment.

2. STUDENTS: Arrange interview times with the teachers during classes. Record the times on this form and give it to your parent(s).

3. TEACHERS: Teachers distribute this form to students in your class, as needed. All teachers should record the interview times on their Parents’/Guardians’ Interview Schedule Form.