COLONEL BY SECONDARY SCHOOL

Thursday, February 16, 2017
***Interviews from 3:45 – 7:45 p.m.**
***Appointments will ensure your interview time.**

PARENT-TEACHER INTERVIEW REQUEST FORM – PROCEDURE

Parents are invited to meet with teachers in order to discuss student academic performance on Thursday, February 16, 2017 from 3:45 to 7:45 p.m.

Interviews with subject teachers are to be booked using this form, by the students during class time. Teachers will fill in appointment time and return to student. Interviews are scheduled in 10 minute intervals in order to accommodate as many parents as possible. Student is responsible to communicate this information to parent/guardian.

Maps of locations and teacher room assignments will be posted in the foyer and available from the Main Office. Note all interviews will be held on the main floor.

Parents/Guardians wishing to see a guidance counsellor should email the counsellor for an appointment.

TO BE COMPLETED BY THE PARENTS		TO BE COMPLETED BY THE TEACHERS		
TEACHERS I WISH TO SEE	**SUBJECT**	**TIME**	**LOCATION**	**SIGNATURE**

	Student Name (please print)

Parent/Guardian Telephone Number

A GUIDE FOR PARENTS ATTENDING INTERVIEWS WITH TEACHERS

This guide is intended to help you benefit from the brief time (maximum is usually 10 minutes) that you will spend with the teachers of your child during parent/teacher interviews. All parents are invited to consult with teachers and most particularly those whose child has been unsuccessful in achieving course expectations. If you require more time for discussion, please schedule a future time with the teacher rather than use the next parent's interview time.

You may wish to consider some of the following items in your discussion about how your child can be most successful in the course.

The teacher will be able to discuss the following with you:

- Attendance
- Punctuality
- Behaviour
- Effort
- Completion of homework/tasks
- Availability and use of extra help

Other possible questions might be:

- is there evidence of preparation for tests?
- is the course at the appropriate level of difficulty?
- is interest shown by the student in the subject?
- What are the areas in which the student requires extra help?
- What can we do at home to assist?
- What methods are used to evaluate the students?
- Who can help when your child is having serious school problems?

People who are available at Colonel By S.S. to help with school difficulties include:

- the Subject Teacher
- the Head of the Department
- Guidance Counsellor
- Special Education Resource team
- Student Success Teacher (SST)
- Principal and Vice-Principals

Notes