



Mt. Lehman
Elementary School



February 1, 2023

Dear Parents/Guardians:

Parent/Teacher Conferences will be held for this term on **Wednesday, February 15th** during the early dismissal day.

Please use the Interview Request form (*on the back of this page*) to select your 1st, 2nd, and 3rd choices of appointment times. This year, we will be meeting in-person. If you require an alternative conference format, please contact your child's teacher directly.

If you are unable to arrange an appointment on February 15th but would like to meet at another time, please also contact your child's teacher directly.

Please return this form (1 per family) to the school office by **Wednesday, February 8th** even if you are not requesting an appointment at this time. Your appointment confirmation time will be emailed to you after receiving your request.

Sincerely,

Ms. Maralee Lincoln
Principal