



Canyon Elementary
1492 East 1240 South
Spanish Fork, Utah 84660
(801) 798-4610 Fax: (801) 798-3493

Principal: David Harlan
Facilitator: Kalani Reed
Secretary: Kasey Chowdhary

January 2019

Canyon Parents and Students

Our Winter Student Conferences for **Kindergarten through Second Grades** will be held on Thursday, January 10th from 3:00 - 7:30. This conference is scheduled for students and their parents to meet with the teacher. You will meet in your student's classroom.

You will find the scheduled time for your student listed below. We encourage you to be available during the time scheduled. If for some reason you are not able to meet at the time listed please call the teacher before or after school and he/she will reschedule your appointment. Remember that appointments are limited to 10 minutes. If you feel that you need to spend a longer period of time with your student's teacher, please call to make those arrangements. Also, be aware that our special services will be available for conferences as well during that evening from 3:00-5:00 (contact the school if you'd like to schedule another time to meet). Please contact the office if you have any questions.

Your appointment for _____ is on Thursday, January 10, 2019
at _____ pm.

Please return the following confirmation section to your student's teacher.

Student Name: _____

Teacher: _____

I **WILL** **WILL NOT** (circle your availability) be able to meet with you at this time.

Please tell us a time that would be better and we will try to reschedule

Date and Time: _____

Signed: _____

Thank you for using our online conference scheduling at
www.myconferencetime.com/canyon.