



# Martinsburg North Middle School

*Whatever It Takes!*

250 East Road  
Martinsburg, WV 25404  
Phone (304) 267-3540 / Fax (304) 264-5066

Rebekah C. Eyer  
*Principal*

Tyler M. Boswell  
*Assistant Principal*

Dear Parents:

Parent-teacher conferences are scheduled for \_\_\_\_\_ from 6:00-8:00 p.m. Parents wishing to meet their child's teachers are asked to complete the form below and return it to your child's homeroom teacher by the above date. We anticipate that there may be more requests for conferences than can be scheduled in the allotted time. Therefore we ask parents whose schedule allows them to have a conference during school hours to call and check with your child's team about scheduling a conference during the school day. Evening conferences will be scheduled on a first returned first scheduled basis. Anytime you feel a need to meet with one of your child's teachers, call the school and every effort will be made to arrange a meeting. We look forward to working with you to provide your child with the best possible education.

Student's name \_\_\_\_\_ Grade Level \_\_\_\_\_

Do you have a preferred time? \_\_\_\_\_

Do you have more than one child at North? \_\_\_\_\_

If yes, who? \_\_\_\_\_

Teacher you would like to conference with?	Conference Time (To be completed by the school)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

\_\_\_\_\_ Check here to conference with the guidance counselor

*This form needs to be returned by your child to the homeroom teacher.*