

**McLaren Print System Order**

**Order No: 5639**  
**Order Date: 2014-09-03**  
**User: Shamiah Specht**

**Ship Location: TEST**  
**none**  
**none, MI 48462**

**Forms**

**Quantity: 100**  
**Paragon Dept No: 92171**  
**Dept Name: Art**  
**Company Number: 810**

**Order Total Price: 45.00**

**Form Number: MM-34612**  
**Form Description: Initial Parent Teacher Conference Organizer**  
**Revision Date:**  
**Print: 2 sided full color**  
**Paper: 28# Color Copy Text**  
**Size: 8.5 x 11**  
**Fold:**  
**Finish:**  
**Drill: None**



**Initial Parent-Teacher Conference Organizer**

Before the school year starts, schedule a time to meet with your child's teacher. This provides a useful opportunity to introduce yourself and learn about class expectations in advance, so that your child understands what he or she needs to do to be successful. A first meeting is also a great opportunity to discuss your child's individual educational needs with the teacher, and to find out where your child can get extra help, if needed.

**WHO SHOULD USE THIS TOOL?**

This tool is meant to be used by the parent or guardian.

**HOW SHOULD IT BE USED?**

Use this tool to take notes during the first time you meet with your child's teacher.

Make sure to exchange contact information with your child's teacher and discuss future communications.

After your meeting, sit down with your child and discuss the teacher's expectations for the class.