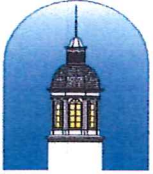




# Tiffin City Schools

February 2018



Tiffin Middle School  
103 Shepherd Drive  
Tiffin, OH 44883  
419/447-3358  
Fax 419/448-5250

Shawn G. Murphy  
Principal

Judd Lutz  
Dean of Students

Melissa Mellott  
Counselor

Chris Joyce  
Counselor

## Parent-Teacher Conferences

Dear Parents and Guardians,

The Faculty of Tiffin Middle School invites you to our spring parent-teacher conferences. Conferences help teachers become more acquainted with the parents of students in their classrooms. Conferences help parents learn more about the school program and become better acquainted with their child's teachers and classroom expectations. Conferences give teachers a chance to inform parents of their child's progress in school and help teachers and parents work together to help students succeed.

Conferences will be held both **Thursday, March 1, and Thursday, March 8, from 3:15 PM to 6:45 PM.** School will be in session for students as normal both days. Please make time in your schedule to join us for conferences. We look forward to seeing you.

To schedule a conference with your child's teachers, please write the names of the teachers with whom you would like to meet in the spaces below and fill in the date you wish for your conference. **Have your child take this letter to the teachers listed by Wednesday, February 28.** The teacher will assign a time for the conference and return the letter to the student. Teachers will schedule the conferences in the order in which they receive them. **Remember to ask your child to return the letter to you.** Teachers will try to schedule your conferences consecutively, but that may not be possible. If you have questions, please call us.

Sincerely,

  
Shawn G. Murphy

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

(To be completed by parent/guardian)	(To be completed by teacher)
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Date	Teacher	Time	Room #