



February 19, 2019

Dear Middle School Parents and Guardians,

Parent-Teacher Conferences will take place Thursday, February 28<sup>th</sup> from 4:00-9:00 p.m. and Friday, March 1<sup>st</sup> from 11:00 a.m-7:00 p.m.

All of the core academic middle school teachers will be in their classrooms, and they will be available to meet with parents on a drop in, first come, first served basis. You do not need to make an appointment to meet with your student's teachers. In order to accommodate as many families as possible, conferences will be limited to ten minutes with each teacher if families are waiting. If further conferencing is needed, an appointment can be set at that time.

**The teachers will not be available to conference from 5:30-6:00 on Thursday, February 28<sup>th</sup> and from 4:00-4:30 on Friday, March 1<sup>st</sup>.**

The specials teachers will also be available to meet for conferences. We ask that you contact the specialist you would like to meet with prior to conferences. This will allow him/her the opportunity to make arrangements in his/her schedule.

If you would like to schedule a team conference with all of your student's teachers, please feel free to contact any middle school teacher to make arrangements. Team conferences will be held according to the teachers' availability.

Please feel free to contact me if you have any questions or concerns at (303) 428-1882 ext. 106 or by email at [keith.ouweneel@crownpointeacademy.org](mailto:keith.ouweneel@crownpointeacademy.org).

Sincerely,

Keith Ouweneel  
Director  
Crown Pointe Academy