



**McGuffey PK-8**  
 3456 Tod Ave. NW,  
 Warren, Ohio 44485  
 330-675-6980  
 Fax: 330-675-6981

January 16, 2024

Dear McGuffey Parents/Guardians:

Parent/Teacher Conferences for McGuffey PK-8 School will be held on one night, **Tuesday, February 6<sup>th</sup> from 4:00 – 8:00 pm.** Parent/Teacher Conferences this year will be either by ***phone or in-person***. Please indicate your preferences (phone or in-person and time) and we will do our best to accommodate your request. Conferences are scheduled as they are received. Please list **ALL** McGuffey children for whom you want to schedule conferences on the form below. Teachers in grades 6-8 will meet together as a team, so no need to list each teacher. Conferences will be 15 minutes in length.

***Please complete this form and return to the school office no later than Tuesday, January 30<sup>th</sup>.  
 You may also call one of the school secretaries or email Mrs. McCoy at  
 cynthia.mccoy@warrencityschools.org, to schedule a conference.  
 You may also schedule a conference directly with your child's teacher.***

Sincerely,

Jeanne Reighard, PK-2 Pod Principal

Leah Godoy, 3-5 Pod Principal

Jim Joseph, 6-8 Pod Principal

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Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

**Please indicate your choice of phone or in-person and time preferences by circling your choices below:**

Phone    **OR**    In-Person

**Time Preference:**    4:00 – 5:00 pm    5:00 – 6:00 pm    6:00-7:00 pm    7:00-8:00 pm