



Westland Middle School
International Baccalaureate World School
5511 Massachusetts Avenue
Bethesda, MD 20816
Phone: 301-320-6515 Fax: 301-320-7054



PARENT CONFERENCE DAY

November 11, 2009

Parent-teacher conferences are an opportunity to meet with individual teachers to talk about your child's progress. These meetings are not mandatory, and should be used only if you have a concern about your child's progress in a particular class. Conferences can also be scheduled with individual teachers and teams of teachers at other times throughout the school year, as needed.

All conferences are **10 minutes in length**. The times available for individual teacher conferences are as follows:

1:00 pm -- 2:40 pm

4:30 pm -- 5:00 pm

6:00 pm -- 6:40 pm

Conferences will be scheduled on a **first-come, first-served** basis.

Two Ways to Schedule a Conference

1. Email (preferred) -- Please include the following information in an email to Daniel Vogelman at Daniel_J_Vogelman@mcpsmd.org:

- Your Name
- Student's Name
- Phone Number(s)
- The teacher(s) you want to meet with
- Your preferred times
- Please put "Parent Conferences" in the subject line

Please send your email by the **close of business on Friday, October 30, 2009**.

2. Telephone – Please call 301-320-6630, on Monday, November 2, between 8:30 am and 2:30 pm.