

Pittsfield Middle High School
23 Oneida Street
Pittsfield, NH 03263
(603) 435-6701
www.pittsfield-nh.com/pmhs

Monday, October 20, 2014

Dear _____,

I will be conducting a student led-conference to share my personal goals, course work, and college/career plans. During this conference you will be able to see the progress I have made as I reflect on my experiences during the school year.

The conferences will be held at Pittsfield Middle High School between Monday, November 3 and Friday, November 14. Each conference will take approximately 20 to 30 minutes. Please look over the attached spreadsheet and indicate three times that you would be available.

It is my responsibility to set up the date and time for the conference with you, my advisor, and another staff member. I will return the spreadsheet to my advisor and confirm the date and time with you. If you have questions or concerns, please contact my advisor directly.

Sincerely,
