



November 12, 2007

Dear Parents and Guardians,

I would like to invite you to conferences scheduled on **Thursday, November 29, from 1 – 7 p.m.** at Lincoln High School. My Japanese and French classes will be holding STUDENT-LED Conferences, with the parent / guardian and the student meeting together in a professional setting. Your student has been compiling a portfolio of some of his/her best work. The portfolio may also contain works in progress, record sheets and self-evaluation critique.

During the conference you and your student will be examining and discussing the portfolio. You may ask, “Why can’t this be done at home?” It has been found that a professional setting away from interruptions (phone, doorbells, siblings) allows for a very valuable time for a child and a concerned adult to share in a discussion about quality, goals, and plans for the future. If you have been doing that at home, marvelous! But through this conference you are providing a real audience in a different setting, and allowing your child to practice communication, presentation, and professional composure under interview circumstances.

As the sharing of one’s portfolio is a requirement of my Japanese and French classes, if it is absolutely impossible for a student and parent to attend the scheduled conference times, then you may do an “At-Home Conference”.

Please be sure to sign the Parent Validation Form in your student’s portfolio whether you do the conference at school or at home. Your student will hand in his completed portfolio on Monday, December 3 for evaluation.

Finally, please don’t hesitate to contact me to discuss your student’s progress. I would be happy to set a different date to meet with you, if you’d like. I can be reached most afternoons at Lincoln High School (683-4861 X6178) or via email [collinsj@mpsd.k12.wi.us](mailto:collinsj@mpsd.k12.wi.us).

Thank you for taking an active role in your child’s education. Your participation reinforces to the student that his/her education and future are important!

Sincerely,

Jaci Collins  
Teacher of French and Japanese