



# Coffee County Central High School

100 Red Raider Drive

Manchester, Tennessee 37355

[www.coffeecountyschools.com/chs](http://www.coffeecountyschools.com/chs)

Dear CCCHS Parent/Guardian,

The faculty of Coffee County Central High School will be available for parent - teacher conferences on Thursday, September 20th, 2018 between 3:00 PM and 6:00 PM.

To schedule conferences:

1. Complete the Parent - Teacher Conference Request Form below and section on the back of this letter.
2. Have your son/daughter return the signed form to each of the teachers you would like to meet with **no later than Wednesday, September 19th.**
3. The teachers you are requesting will fill in the appointment time, initial for verification, and return the form to the student.
4. Your son/daughter should return the completed form to you indicating the appointment times that teachers have scheduled.

We encourage you to communicate with teachers throughout the year whenever you have questions. Please call CCCHS at 723-5163 (counseling) or 723-5159 (main office) if you have questions.

**Students will be dismissed at 2:00 on Thursday, September 20th.**

Respectfully,

Paul Parsley  
CCCHS Principal

---

\_\_\_\_\_ I will **NOT** be able to attend Parent – Teacher Conferences on September 20th.

\_\_\_\_\_ I **WILL** be able to attend Parent – Teacher Conferences on September 20<sup>th</sup>, and I request appointments with the teacher(s) or administrator(s) I have listed below.

Available between: \_\_\_\_\_ 3:00 – 4:00 PM    \_\_\_\_\_ 4:00 – 5:00 PM    \_\_\_\_\_ 5:00 – 6:00 PM

**NOTE:** Teachers will complete appointment times as they receive forms. Conferences will be assigned only if the teacher has an available time slot. If a teacher's time is filled, we will be happy to make alternative arrangements.

**Please complete section on the back of this letter.**

**Principal**  
Paul Parsley  
(931) 723-5159

**Assistant Principals**  
Megan Eaves  
Katrina Wright  
Tim Knox  
(931) 723-5159

**Instruction/Testing  
Coordinator**  
Jason Creek  
(931) 723-5159

**CTE Director**  
Richard Skipper  
(931) 222-1228

**Athletic Director**  
Rebecca Koger  
(913)723-5159

Fill in the subject and teacher you would like to meet with on September 20 <sup>th</sup> .			Completed by requested teachers	
<i>Period</i>	<i>Subject</i>	<i>Teacher</i>	<i>Appointment Time</i>	<i>Teacher Verification</i>
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date