Dear Parents,

We are excited to see you and your child during the upcoming S.E.P. conference. The focus of this conference will be to ***celebrate*** your child’s efforts and accomplishments during the completed term and to formulate appropriate ***goals*** for the upcoming term.

We are sending an SEP goal setting form home with your student. Please help your student complete the form at home, and return it on Friday with the homework packet. We would like you to guide your child in thoughtfully setting some goals to work on, and discuss how you can support him/her in accomplishing the goals. Please come to the conference with some ideas on how you will take part in this process.

In addition, report cards will be coming home prior to conferences. Please review the report card and contact us with any questions you may have about the report. Because our conference time is minimal, we will not be spending much time discussing the report card.

We will be using the District on-line scheduler program to schedule SEP conferences. Parents can schedule SEP conferences on-line between (date). Computers will be available in the school media center or you may access the scheduler from the district web page at www.davis.k12.ut.us.

To help our conferences run smoothly, we ask that you make every effort to arrive on time. Also, because it is essential that your student only communicate with Señorita Nuñez in Spanish, she will be unable to speak with you or answer questions in English. If you have additional questions or concerns that you would like to discuss with Señorita Nuñez, please let us know and we can schedule a different time to meet with you individually. We really appreciate your help in this matter.

We look forward to seeing you and are excited to be working with you as a team to assist your student in having a wonderful and successful school year.

Sincerely,

Mrs. Lovell and Señorita Nuñez

Eagle Bay Elementary

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