



FAIRFAX COUNTY
PUBLIC SCHOOLS

Poe Middle School

7000 Cindy Lane
Annandale, Virginia 22003
703-813-3800

Dear Parents/Guardians:

We would like to invite you to come and visit with your child's teachers for Touching Bases conferences on Friday, February 12, 2010. You will have the chance to engage in 5-minute mini-conferences with teachers from 8:00 – 10:45 AM. Touching Bases will give you the opportunity to check on your child's progress in their classes and meet with teachers face to face. In addition, administrators and guidance counselors will be on hand to address any questions and concerns that you might have. It is our desire to strengthen the communication lines between school and home in order to ensure the success of our students.

Teachers will be in their classrooms for your convenience. Poe Ambassadors will be on hand to help you find your way around the building. We expect many parents to be in attendance so please be prepared to wait in line at times. In the event that a longer meeting is needed, counselors will be in the main office to help you schedule a conference. We want to give every parent and family quality time and attention.

To accommodate for this activity, we will have a 3-hour late opening for students. Students will begin classes at 11:00 AM. Students will be dismissed at the normal 2:50 PM release time.

We are excited about our Touching Bases event and look forward to seeing you on Friday, February 12th. We hope that you will make time to come meet with us.

Sincerely,

Sonya Swansbrough
Principal