

## Request to meet with Ms. Holmstedt

### Ms. Holmstedt's availability

*Mondays: 7:45-8:00am*

*Tuesdays & Thursdays: 7:45-8:00am, 2:50-3:30pm*

*Fridays: 7:45-8:00am, 2:50-3:30pm*

Student name: \_\_\_\_\_ HR Teacher: \_\_\_\_\_

Purpose for meeting: \_\_\_\_\_  
*(catch-up work from being absent, missing work, seating issues, help, other concerns, etc...)*

What time works best for you? \_\_\_\_\_  
*(after school, before school..... See Ms. Holmstedt's availability time slots)*

**\*Ms. Holmstedt is not meeting at recess or lunch anymore**

What day(s) work best for you? \_\_\_\_\_  
*(list ALL the days you are available)*

### Please note:

- Your meeting will be scheduled at my earliest convenience- upon receiving this request.
- I will not meet with students during instructional time to discuss individual grades. (unless it is during WIN time)

Thank you for being responsible enough to schedule a time to meet. :)