



Longfellow Middle School

7600 W. North Ave. 414.773.2400 FAX: 414.773.2420

September 28, 2018

To Longfellow 8th Grade Parent(s)/Guardian(s):

As your son or daughter approaches the final year of middle school, education and career plans begin to take on added importance and value. The school counselors at Longfellow Middle School recognize the importance of these plans and upcoming major decisions. We invite you and your child to meet with a counselor to review their Academic and Career Planning Portfolio. This will include discussing your child’s thoughts about careers, post-secondary options, and high school schedule. The meeting should take approximately 45-60 minutes.

Please allow a few minutes to park on North Avenue, ring the buzzer, and receive a guest pass in the main office after producing your driver’s license. They will direct you to the School Counseling Office.

If it is necessary to cancel or reschedule, please call or email as soon as possible.

Your appointment is scheduled for **(Day/Date/Time)** _____
with **(ACP Counselor)** _____.

We look forward to meeting with you.

Sincerely,

ACP Counselor (Mr. Bentley, Ms. Ratas, Ms. Marcou, or Mr. Cannon)

Email/phone

(Please cut on dotted line below and keep the top half with your appointment date and time.)

Please complete and return the bottom section to your child’s Homebase teacher:

_____ by **October 8, 2018.**

_____ We will attend the conference on **(Day/Date/Time)** _____.

_____ We will need to reschedule for another date and time.

Student Name: _____

ACP Counselor Name (Mr. Bentley, Ms. Ratas, Ms. Marcou, or Mr. Cannon): _____

Print Parent Name: _____

Parent Signature _____