

PARENT – TEACHER CONFERENCES Grades K to 8



Dear Parents/Guardians,

On Thursday evening, October 22nd and Friday morning, October 23rd, we will be conducting parent-teacher conferences for all grades at school. These **conferences are mandatory**; parents are expected to meet with respective teachers on this day unless circumstances warrant otherwise.

May I ask you to please fill out the conference form, which states your preference of **time frame** (not exact time) for your conference. The teachers will arrange a schedule and send you a specific time to meet with them. Families with more than one student will be scheduled so that one conference follows the other, **IF THE PAPERS ARE RETURNED ON TIME**.

Parents who are divorced or separated are asked to attend together as time does not permit giving two slots to one family. (Please note, only parents/guardians with legal custody may discuss a child with his/her teacher. Friends/new spouses of parents may not attend a conference).

Every family is expected to return this paper. If you are unable to attend the conference, please indicate that on the form so that the teachers may make other arrangements. Please list your children and correct room numbers from the youngest to the oldest on this paper. Only one paper per family is needed. The teachers will give you a specific time for each student. If parents of larger families are splitting up conferences between them, please indicate that on the paper.

This paper is due back no later than Tuesday, Oct. 6th. If we do not receive this paper back, you will be assigned a conference time arbitrarily.

Thank you for your consideration in this matter and for your support of the faculty and school.



Sincerely,
Sister Mary Barbara Brahl, IHM
Principal

RETURN BY: Tuesday, OCT. 6th

Office Use Only
Returned on: _____

CONFERENCE FORM

(You will receive this paper back with conference times filled in)

Parent's name (**please print**)

Please check convenient **time frame(s)**. You may check more than one.



Thursday, 10/22

3 PM – 4:30 PM _____

4:30 PM – 6:00 PM _____

6:00 – 7:45 PM _____



Friday, 10/23

7:30 – 8:30 AM _____

8:30 – 9:30 AM _____

9:30 – 10:15 AM _____

Student(s) Name(s)

Youngest to oldest

Room #



Conference time

(To be filled in by your child's teacher)

Comments/Problems: