

October 20, 2011
Dear Parents,

This year, the first marking period will be ending on November 3rd. Parent-Teacher Conferences are scheduled for Thursday, November 17th. **This is an early dismissal day. Dismissal will be at noon. NO LUNCH will be served.**

As in the past, each homeroom teacher from kindergarten – grade 8 will be available for conferences. Each conference will be at 10 minute intervals. If you need a longer conference, simply make another appointment at that time.

Conferences will begin at 1 p.m. and end with the last appointment scheduled for 8 p.m. Again this year, teachers have the option of scheduling some appointments in the morning or after school during that week (November 14 – 18). *If they are available, they will write their own personal note.*

* To assist us in setting up the conference schedule, please indicate below if you would prefer an early afternoon appointment (1-3 p.m.), a mid-afternoon appointment (3-5 p.m.), or evening appointment (5-8 p.m.). Remember, these times are for THURSDAY, November 17th, ONLY. If teachers are free of other commitments, they will send you their own note indicating alternative dates and times.

* Please note: *You only need to fill in and return the bottom portion of this form per family.*

Sincerely,

Dr. Rita Bernard,
Principal



Complete and return to your child's teacher no later than Monday, October 31st.

Student's name _____ Grade _____

Sibling's name(s) _____ Grade(s) _____

Check One: _____ early afternoon appointment (1-3 p.m.)
 _____ mid-afternoon appointment (3-5 p.m.)
 _____ evening appointment (5-8 p.m.)

Parent/Guardian's signature _____

Date ____/____/____