October 1, 2015

Dear Parents:

Our Parent-Teacher Conferences are scheduled for Monday, November 2 and Tuesday, November 3. The first quarter ends on Friday, October 16 and report cards will be sent home with students on Wednesday, October 28.

We encourage both parents to attend the conference. If you are unable to attend a conference on the scheduled days, please call the school office so that we might help you make alternate arrangements.

The attached conference slip asks you to indicate time preference, if you find that necessary. Conference times are Monday, 12:00 P.M. to 8:00 P.M. and Tuesday, 8:00 A.M. to Noon.

We provide evening conference times for those families who have no other option. **This time is very limited. Please do not request an evening conference if a daytime option is possible.** Please understand that once evening times are filled, it will be necessary for us to assign you to another time.

**Please return your slip ON OR BEFORE FRIDAY, OCTOBER 16. Conferences are scheduled as slips are returned.** The master schedule will be sent home Thursday, October 29.

Sincerely,

Sally A. Koppinger
Principal

Conferences are 15 minutes in length. If additional time is needed, you may schedule another meeting with your child’s teacher at a time convenient for both of you.

Schedule me anytime. (Please consider this category.)

Schedule me between: (Indicate 1st, 2nd, 3rd choice.)

- __________ 12:00-2:00 P.M. (Monday)
- __________ 8:00-10:00 A.M. (Tuesday)
- __________ 2:15-4:15 P.M. (Monday)
- __________ 10:15-11:45 A.M. (Tuesday)
- __________ 5:30-8:00 P.M (Monday)

Student(s) Name and Grade – (example: “Mary – 4S”):

1) ___________________ 2) ___________________ 3) ___________________ 4) ___________________

Parent Signature ________________________________

Print Family Last Name

Catholic
SCHOOLS

Phone: (419) 882-6670 Fax: (419) 885-1990 E-mail: skopping@stjoesylvania.org
Web Page: www.stjosephschoolsvylvania.org