

October 19, 2016

Dear Families,

Please see the information below regarding Report Card Conferences:

Conference Dates:

Thursday, November 10

- 12:00 – 5:00pm
- 6:00 – 7:45pm

Friday, November 11

- 12:00 – 4:00pm

Please Note:

- There is only one evening session. We ask that the evening conference time be used only for those parents who cannot attend an afternoon conference due to working hours. **Conferences are 15 minutes in length. Additional time requires a private meeting on another date.**
- Parents with students in Grades 6, 7 and 8 will have a conference set with the homeroom teacher only. If you wish to speak with another teacher, please indicate that teacher's name below and a time will be scheduled. If you would like to speak with more than two additional teachers, please contact that teacher privately to schedule a meeting for a different day. **The latest time to schedule an appointment is 7:45pm.**

Using the form below, please indicate the time frame that is most convenient for you and return to school by Monday, October 24. Then, your confirmed time will be sent to you during the week of October 31- November 4. In keeping with directives set forth by the Diocese of Bridgeport, conferences will be set and report cards will be distributed only to those families who have current tuition accounts.

Thank you,
Mr. Viceroy

Family Name: _____

Child's Name: _____

Grade: _____

Child's Name: _____

Grade: _____

Child's Name: _____

Grade: _____

Thursday, November 10

Friday, November 11

_____ 12:00-2:00pm

_____ 12:00-2:00pm

_____ 2:00-4:00pm

_____ 2:00-4:00pm

_____ 5:00-6:30pm

_____ 6:30-7:45pm

I would like additional appointments with the following teachers:

_____ (Teacher Name)

_____ (Teacher Name)

Parent Signature: _____