

## PARENT-TEACHER CONFERENCES (Winter 2010)

Parent/Guardians of Skutt Catholic Students:

It is time to begin planning for our Winter Parent-Teacher Conferences. Two dates have been set aside for the conference process: **Wednesday, February 17 from 4:00 p.m. – 8:00 p.m.** and **Thursday, February 18 from 1:30 p.m. – 5:00 p.m.** A conference must be scheduled with the teacher of any subject area in which your child has a "D" or "F". You may make appointments with any other teachers with whom you wish to conference. Conferences will be ten minutes in length. Talk with your child now about which teacher(s) it is most important for you to see. We will schedule you for as many conferences as possible, depending on the number of requests and the time constraints for the two days. The sooner we receive your request form, the better chance you will have to be scheduled at the time most convenient for you.

**Please complete the form at the bottom of this page and return it to the front office as soon as possible, but no later than Wednesday, February 10, 2010.**

Please note the following part-time teachers will only be available on **one** of the two days set aside for conferences. That day is shown below:

| Only Available on Wednesday: | Only Available on Thursday: |
|------------------------------|-----------------------------|
| Laura Cushing                | Dawn Fuelberth              |
| Stephanie Daniels            | David Jopp                  |
| Sheri Kros                   | Ruth Kros                   |

Thank you for your cooperation. We look forward to meeting with you.

### PARENT-TEACHER CONFERENCE SCHEDULING FORM RETURN NO LATER THAN Wednesday, February 10, 2010

| Student(s) Name | Grade | Parent/Guardian Name(s) |
|-----------------|-------|-------------------------|
| _____           | _____ | _____                   |
| _____           | _____ | _____                   |
| _____           | _____ | _____                   |

**PLEASE CHECK THE DATE AND TIME YOU PREFER:**

|   |   |   |
|---|---|---|
| <input type="checkbox"/> Wednesday, February 17 | <input type="checkbox"/> 4:00 p.m. to 6:00 p.m. | <input type="checkbox"/> 6:00 p.m. to 8:00 p.m. |
|---|---|---|

**OR:**

|  |   |   |
|--|---|---|
| <input type="checkbox"/> Thursday, February 18 | <input type="checkbox"/> 1:30 p.m. to 3:30 p.m. | <input type="checkbox"/> 3:30 p.m. to 5:00 p.m. |
|--|---|---|

**We will try to arrange ten-minute conferences with the teachers you have selected. Please list those teachers below:**

|          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**REMEMBER: RETURN NO LATER THAN FEBRUARY 10, 2010**