

ST. MATTHEW'S ELEMENTARY SCHOOL

October 7, 2016

Dear Parents:

PARENT TEACHER CONFERENCE
Friday, October 28 2016 12:00 p.m-7:00p.m.

The first month of school has come and gone and students and teachers are hard at work

This year's Parent-Teacher Conferences will be held on Friday, October 28, 2016 from 12:00-7:00p.m. There will be no school that day for the students. Parent Teacher Conferences are strictly for the parent and teacher to meet and discuss your child's progress to date. There will be an opportunity in the spring for your child and their teacher to host a Student-Led Conference.

Each meeting will be 10 minutes in duration, and it is important that you arrive on time for your scheduled meeting.

In order to accommodate time preferences as much as possible, please indicate your preference below. If you would like a specific time, please return your form right away as popular times fill up fast.

Your schedule of appointments will be returned to you by Monday, October 24, 2016

CONFERENCE SCHEDULE REQUEST FORM

Please return this form to school by Wednesday, October 12, 2016

Please list your 1st Choice
Any families not returning the form in time will be scheduled as time permits.

FAMILY NAME: _____ Grade of Eldest Child _____

****please note we cannot support specific and exact time requests.**

Early Afternoon 12:00-2:50__ Late Afternoon: 3:10 - 7:00p.m. ____

Student Name	Grade	For Office Use Only

Please return this form no later than Wednesday, October 12, 2016