

October 11, 2007

Dear Parents,

The end of the first quarter comes on Friday, October 26. Report cards will be released on-line at 8:00 AM on Tuesday, October 30. We have scheduled parent-teacher conferences (K-8) for Tuesday and Thursday evenings from 4:00 – 8:00 PM. Parent-teacher conferences are an important part of communication among teachers, students, and parents. The conferences are scheduled for 15 minutes. Mrs. Linebrink will schedule PK conferences separately.

Students in grades 5-8 have a number of different departmental teachers. To make it possible to visit with the teacher in each subject area, the homeroom teachers for grades 5-8 will be at tables in the gym. Copies of the report cards will be available in the gym. Chairs will be provided for parents to wait until the teacher becomes available. Parents of students who have children in K-4 and 5-8 can visit the gym when they are not scheduled for a visit in K-4. Teachers for grades 5-8 will be available in the gym from 4:00-5:45 and 6:15-8:00 to allow for a half-hour supper break.

To assist us in arranging for parent-teacher conferences, parents of students in grades K-4 should complete the lower section of this letter and return it to you child's teacher.

Please note that we will try to accommodate your first request. However, it is not always possible. If you do not return this form, your conference will be scheduled at an available time on the schedule.

Thank you in advance for your cooperation.

In His service,
Howard Voelker

Please include all the children in your family who are in grades K-4 on one sheet and return it to the teacher of the oldest child in your family by Thursday, October 18.

Child's name	Grade	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate the time frame you would prefer your conference to be scheduled. Make a first choice (1), a second choice (2) and a third choice (3).

_____ Tuesday(10/30), 4:00 PM – 6:00 PM

_____ Tuesday (10/30), 6:00 PM – 8:00 PM

_____ Thursday (11/1), 4:00 – 6:00 PM

_____ Thursday (11/1), 6:00 – 8:00 PM

Parent signature_____ Date_____