



November 9, 2010

Dear Parents:

Parent-Teacher conferences are an important part of your children's education. It gives you the opportunity to speak to the teachers in order to assess progress.

Tuesday, November 16, 2010 will be the date of our afternoon and evening conferences. The afternoon hours are from 12—2:30 p.m. The evening hours are from 6:00 pm to 8:30 pm.

Students will be dismissed at 11:00 am. Breakfast will be served and normal bus service provided.

Since many parents will be visiting the same teacher, we ask that you limit your conferences to five minutes. We also ask that you know your child's program before you come in, so that you will know which teachers you wish to visit. A directory listing the teachers and their room numbers will be available in the Lobby. I look forward to seeing you on the 16th.

Please note the following Grade Appeal Process. Make an appointment to:

1. Discuss the grade with your child's teacher. If your phone request is not returned within 48 hours, please send a note to school with your child.
2. The last date to file an appeal for the 1st marking period grades is November 24th.

Very truly yours,

Tracey Kornish
Principal

TK:pr

(Please return this slip to your child's Academy Assistant Principal)

November, 2010

To: Academy Assistant Principal

I have received the notice concerning Parent-Teacher Conferences and the early dismissal on Tuesday, November 16, 2010.

Student Name

Class

Parent's Signature