

HOLY TRINITY SCHOOL

1304 Alpine Church Road
Comstock Park MI 49321
Ph: 784-0696

Dear Parents,

January 29, 2010

Parent/Teacher Conferences will be held on February 16th and 18th. These conferences are for Preschool - Grade 8. Please check a day and time slot so that we can schedule you for conferences. If at all possible, please do not request a specific time. We have to schedule 130 children and not everyone can get their personal preference. If a separate time is needed other than the regular conference time, you will need to make arrangements directly with your child's teacher. Each conference will be 15 minutes in length. If additional time is needed, the teacher will set up another schedule with you at a later date. It is important for you to attend Parent/Teacher conferences and to adhere to the times that you are assigned. If just one person "runs late," this delay affects a great number of people and consequently a chain reaction occurs - we then have a "backup" that never seems to catch up to the original schedule. **Please try to be on time and adhere to your scheduled 15 minutes.**

Anyone not returning this slip will be assigned a time by the office unless other arrangements have been made with an individual teacher. **PLEASE RETURN THIS CONFERENCE SLIP TO YOUR CHILD'S TEACHER BY FRIDAY, FEBRUARY 5th.** You will receive confirmation on Friday, Feb. 12th.

Conferences are an integral part of Holy Trinity's academic program. They are not optional. We are a team and look forward to having you return your slip and seeing you at conferences in February. Thank you for your prompt response to this request. God bless you.

Parent/Teacher Conferences

Please check one day and time slot for your conference preference:

- Tuesday, February 16th 4:00 pm – 7:00 pm
- Thursday, February 18th 12:00 pm – 3:00 pm or 4:00 – 7:00 pm

Family Name _____

Child's Name _____ Grade _____

Our middle school students will be scheduled with their homeroom teacher. If you would like to meet with another junior high teacher, please add your request to this form.

Please return this form by Friday, February 5th. This form goes to the oldest or only child's teacher. Thank You.