

# **ST. MICHAEL SCHOOL**

*P.O. Box 67*

*301 St. Elizabeth Street*

*Loretto, Pennsylvania 15940*

Telephone (814) 472-9117

October 18, 2006

Dear Parents/Guardians,

As the end of the First Report Period draws near, it is time to turn our attention to Parent-Teacher Conferences. In keeping with the schedule other Catholic schools in the Mainline area are following Friday, November 10<sup>th</sup> (Veterans' Day) will be a day off for everyone, conferences will take place on Monday, November 13<sup>th</sup> and classes resume Tuesday, November 14<sup>th</sup>.

**All** parents (guardians) are expected to attend Conferences after the First Period. Conferences will be held after the Second Period for parents or teachers who request them for students. Conferences may be scheduled any other time by request.

In all of this, it is important to remember that the Conference is our best way of reporting to you. During the conference, we can give you a detailed report of your child's progress. This personal contact with you is essential. We have important information to share with you, and we also want to hear the valuable information you have to share with us about your children.

This year again, as in the past, all students in Grades 4 through 8 are asked to participate in the conferences. There will also be time provided for parents and teachers to speak privately, if they so desire. It is not necessary for students in Grades Kindergarten, 1, 2, and 3 to be present for conferences.

You will be scheduled to meet with the teachers who have your children for **homeroom**. Please check those teachers' names on the attached sheet. If you wish to meet with any other teachers, please check those names also. We will make every effort to schedule the requested appointments.

In order for us to schedule the conferences, it is necessary that you fill out the attached form indicating the time of day you prefer for your appointment. **PLEASE RETURN IT TO SCHOOL BY THURSDAY, OCTOBER 26<sup>th</sup>**. Scheduling for conferences cannot be started until **ALL** papers have been returned. Since we would like to send your exact schedule as soon as possible, we ask for your prompt response.

Thank you for your cooperation.

Sincerely,

Judy Noel, Principal

KINDLY FILL IN THE INFORMATION BELOW.

IT IS IMPORTANT THAT YOU **RETURN THIS PAPER TO SCHOOL BY OCTOBER 26<sup>th</sup>**.

You will be informed at a later date of the exact times of your appointments.

PARENT'S NAME \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

AVAILABLE FOR CONFERENCES ON MONDAY, NOVEMBER 13<sup>TH</sup>:

Morning (8:00 AM to 11:50 AM) \_\_\_\_\_

Afternoon (1:00 PM to 4:00 PM) \_\_\_\_\_

Check in the parentheses the names of your children's Homeroom teacher and any other teacher you wish to see. Kindly fill in the student's name beside his/her teacher.

<u>TEACHER</u>	<u>STUDENT'S NAME</u>	<u>SCHOOL USE ONLY</u>
( ) Mrs. Phister	_____	_____
( ) Mrs. Riner	_____	_____
( ) Mrs. Mrkich	_____	_____
( ) Ms. Zeglin	_____	_____
( ) Mrs. Grata	_____	_____
( ) Mrs. Bishop	_____	_____
( ) Miss Sutton	_____	_____
( ) Mrs. Stoltz	_____	_____
( ) Mrs. Maurer	_____	_____

If anyone would like to have a conference with Ms. Driskel, our computer teacher; Mr. Montalto-Rook, our music teacher; Ms. Daisley, our guidance counselor; Mr. Casale, Title 1 reading; Ms. Diana Farabaugh, IU8 reading specialist, or Mrs. Galiete, speech, please contact the school and an appointment will be arranged.