

**St. Elizabeth Catholic School**  
*Vincent P. Spadoni, Principal*  
**917 Montrose Road**  
**Rockville, Maryland 20852**  
**(301) 881 - 1824**

October 26, 2011  
Saint Bean

Dear Parents and Guardians,

On **Thursday, November 10, 2011**, and **Friday, November 11, 2011**, the St. Elizabeth School administration will host parent/guardian – teacher conferences. Thursday, November 10<sup>th</sup>, will be a half-day of school (12:15 p.m. dismissal with after care until 4:30 p.m.) and Friday, November 11<sup>th</sup>, classes are cancelled for all students. **Report cards will be sent home electronically on Tuesday, November 8, 2011.**

Parents and guardians with children in grades one through eight who wish to schedule a conference (**conferences are not mandatory for parents with children in grades one through eight**) with a particular teacher are asked **to come into the building** and sign-up using the log (the log will be available from **7:45 a.m. – 9:00 p.m.**) in the front lobby which houses a list of dates and times for each teacher. On the day of the conference, a room listing will be available so that parents and guardians know where to find their child's teacher (this is primarily for the upper grades). Conferences are scheduled in fifteen minute intervals from **1:30 p.m. to 5:00 p.m. on Thursday, November 10<sup>th</sup>, and from 7:45 a.m. – 3:00 p.m. on Friday November 11<sup>th</sup>.** Parents and guardians may sign-up for a conference beginning **Friday, October 28, 2011**. Conferences are a time to discuss a child's progress since the onset of school. You must come in to the school and sign up for your conference.

Parents and guardians with a child in kindergarten and/or preschool **must make an appointment (using the attached form) to meet with their child's teacher. Kindergarten and preschool conferences are mandatory.** Only parents and guardians with children in kindergarten and/or preschool are to complete the form attached. Parents requesting conferences in grades one through eight must come in to the school and sign up in the book.

Thank you for your cooperation! I look forward to seeing you at the parent – teacher conferences.

Sincerely yours,

/s/

Vincent P. Spadoni  
Principal

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**KINDERGARTEN**  
**PARENT/GUARDIAN-TEACHER CONFERENCE**  
**TIME PREFERENCE FORM**

Family Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_  
\_\_\_\_\_

Child's Teacher: \_\_\_\_\_

I would prefer to have my parent/guardian-teacher conference between the following hours:

\_\_\_\_\_ Thursday, November 10, 2011 (1:30 p.m. – 3:00 p.m.)

\_\_\_\_\_ Thursday, November 10, 2011 (3:00 p.m. – 5:00 p.m.)

\_\_\_\_\_ Friday, November 11, 2011 (7:45 a.m. – 10:00 a.m.)

\_\_\_\_\_ Friday, November 11, 2011 (10:00 a.m. – 12:00 noon)

\_\_\_\_\_ Friday, November 11, 2011 (1:00 p.m. – 3:00 p.m.)

**Please send this form into school with your child by Tuesday, November 1, 2011.**

You will receive a form from your child's teacher indicating the time when your parent-teacher conference has been scheduled.

Thank you for taking the time to complete this form. God bless you.

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**PRESCHOOL**  
**PARENT/GUARDIAN-TEACHER CONFERENCE**  
**TIME PREFERENCE FORM**

Family Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

\_\_\_\_\_

Child's Teacher: \_\_\_\_\_

I would prefer to have my parent/guardian-teacher conference between the following hours:

**For Mrs. Symon: (3-Year Old Program)**

\_\_\_\_\_ Friday, November 11, 2011 (7:45 a.m. – 9:45a.m.)

\_\_\_\_\_ Friday, November 11, 2011 (10:15. – 12:30p.m.)

**For Mrs. Giles: (4-Year Old Program)**

\_\_\_\_\_ Thursday, November 10, 2011 (12:15p.m. – 2:45p.m.)

\_\_\_\_\_ Friday, November 11, 2011 (8:30 a.m. – 11:45a.m.)

\_\_\_\_\_ Friday, November 11, 2011 (12:15p.m. – 2:45p.m.)

**Please send this form into school with your child by Tuesday, November 1, 2011.**

You will receive a form from your child's teacher indicating the time when your parent-teacher conference has been scheduled.

Thank you for taking the time to complete this form. God bless you.