

*St. John the Evangelist School*

8500 West Coldspring Road  
Greenfield, WI 53228

(414) 321-8540  
www.sje.k12.wi.us

**IMPORTANT CONFERENCE INFORMATION  
ATTENDANCE IS REQUIRED**

September 27, 2018

Dear Parents,

Parent/Teacher/Student Conferences for all students in **grades 1 through 8** will be held in the afternoon and evening of Thursday, October 18, beginning at 12:00 noon to 8:00 p.m. Conferences will be 15 minutes, and will be held with your child's homeroom teacher. Student attendance is required. **Reminder, we have an 11:00 a.m. dismissal on Thursday, October 18<sup>th</sup> and no school on Friday, October 19<sup>th</sup>.**

Please indicate below **all of the time frames** you would be able to attend. You will receive a firm appointment time a week before conferences. After completing the bottom of this form, please return it to your **oldest child's teacher** no later than Monday, October 8<sup>th</sup>. Thank you.

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

List children's grades: \_\_\_\_\_

Please check all the time frames that you would be able to attend conferences:

- \_\_\_\_\_ Thursday, October 18<sup>th</sup>, 12:00 p.m. to 4:00 p.m.
- \_\_\_\_\_ Thursday, October 18<sup>th</sup>, 4:00 p.m. to 6:00 p.m.
- \_\_\_\_\_ Thursday, October 18<sup>th</sup>, 6:00 p.m. to 8:00 p.m.

Please indicate here if you wish to schedule a separate conference with a teacher other than your child's homeroom teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**THIS FORM IS DUE BY MONDAY, OCTOBER 8<sup>TH</sup>**