

October 18, 2018

Dear Trinity Parents,

Friday, October 19<sup>th</sup> will be the last day of our first quarter of school. Parent-teacher conferences will be held on Friday, November 9. We hold these meetings every year at this time so our parents can talk to their child's teachers and discuss their progress at school.

Below are the available times of the conferences. Please indicate your first, second and third choices. Write a 1 next to your first choice and so on. If you have more than one child attending Trinity please coordinate your conference times accordingly. We will need to have a separate form filled out for each child.

**Please return this form to your child's teacher(s) by Wednesday, October 31<sup>st</sup>.** Every effort will be made to schedule your conference at your preferred time. We will send you a notice on Monday, November 5<sup>th</sup> confirming you conference time(s). We look forward to talking to all our parents.

Name of Child \_\_\_\_\_ Grade Level \_\_\_\_\_

Friday AM

Friday PM

\_\_\_\_ 7:00 am

\_\_\_\_ 1:00 pm

\_\_\_\_ 7:30 am

\_\_\_\_ 1:30 pm

\_\_\_\_ 8:00 am

\_\_\_\_ 2:00 pm

\_\_\_\_ 8:30 am

\_\_\_\_ 2:30 pm

\_\_\_\_ 9:00 am

\_\_\_\_ 3:00 pm

\_\_\_\_ 9:30 am

\_\_\_\_ 3:30 pm

\_\_\_\_ 10:00 am

\_\_\_\_ 4:00 pm

\_\_\_\_ 10:30 am

\_\_\_\_ 4:30 pm

\_\_\_\_ 11:00 am

\_\_\_\_ 5:00 pm

\_\_\_\_ 11:30 am

\_\_\_\_ 12:00 am

\_\_\_\_ other date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_:\_\_\_\_ am \_\_\_\_:\_\_\_\_ pm

If these times do not fit within your schedule please let us know when you would be able to meet. It is important to all our teachers to meet with their student's parents.