



October 26, 2011

Dear Parents,

As we reach the end of the first quarter, it is time to begin scheduling Parent/Teacher Conferences. **This year's conferences will take place on Wednesday, November 9th from 3:00 - 7:00 PM and Thursday, November 10th from 2:00 - 6:00 PM. There will be early dismissal at 1:30 on both of these days. There will be no basketball practices scheduled at Lakewood Catholic Academy during these conference hours.**

Teachers in Pre-K - Grade 4 will hold traditional Parent/Teacher conferences during which parents will meet with their child's homeroom teacher. These conferences will be scheduled every 10 minutes with a 5 minute break in between to allow the teacher to prepare for the next conference. Teachers will adhere strictly to this schedule.

Teachers in Grades 5 - 8 will hold triad conferences during which the student, the parents, and the teacher will discuss the student's progress thus far this year as well as set goals for the remainder of the school year. All students are expected to be present for these conferences. Grades 5 – 8 conferences will be scheduled every 10 minutes with your child's homeroom teacher. Teachers will adhere strictly to this schedule. If you wish to meet for a longer period of time or if you wish to meet with another one of your child's teachers, please write or e-mail the teacher(s) so you can be scheduled for another day and time.

Teachers for physical education and health, foreign language, art, computer as well as the tutors will be available in their classrooms during conference hours. You will receive a schedule indicating their hours of availability as well as their room numbers at a later date.

Mrs. Wangler will be scheduling conferences on a first come, first served basis as the forms are returned. On the attached page, please indicate your first and second choice for a conference date and time. **You must complete one form per family listing all students who attend LCA.** We will do our best to honor your time and date request but, with the large number of students at LCA, we cannot promise that you will get your first choice. **This form must be returned to your oldest child's homeroom teacher no later than Tuesday, November 1st.** If you return your form after that date, you will have to be scheduled during available time slots. **You will receive notification of your conference time and date in your child's report card that will be sent home on Monday, November 7th.**

We look forward to meeting with you on November 9th and 10th.

Very truly yours,

The Lakewood Catholic Academy Faculty

**Lakewood Catholic Academy
Parent/Teacher Conference Schedule Request**

Wednesday, November 9th or Thursday November 10th

Family Name _____

Names of All Children Who Attend LCA

Grade/Homeroom

Due to time constraints conferences are limited to 10 minutes each.

Preferred date and time (Please indicate 1st and 2nd choice)

Wednesday, November 9th _____ 3:00 - 5:00 _____ 5:00 – 7:00

Thursday, November 10th _____ 2:00 – 4:00 _____ 4:00 – 6:00

**PLEASE COMPLETE ONE FORM PER FAMILY AND
RETURN TO YOUR OLDEST CHILD'S HOMEROOM
TEACHER BY TUESDAY, NOVEMBER 1ST.**