



# Immaculate Conception School

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[www.icsastoria.org](http://www.icsastoria.org)

March 20, 2017

TO: All Immaculate Conception School Families

FROM: Ms. Eileen Harnischfeger, Principal

RE: Report Card Distribution—Second Trimester

Please review the following information regarding report card distribution and parent-teacher conferences:

- On Thursday, March 23<sup>rd</sup> Report Cards will be distributed to the students to give to their parents. However, UPK students do not get report cards.
- On Friday, March 24<sup>th</sup> the second trimester Awards Ceremony will be held at 10:30 a.m. in the Lower Church.
- On Friday, March 24<sup>th</sup> we will have an early dismissal for Parent-Teacher Conferences from 1 to 5 p.m. Since you will have already received the report card, you are not required to meet with your child's teacher. But we would like to give you the opportunity to discuss your child's progress with his or her teacher.
- To ensure that you have seen your child's report card, please sign and return it on Friday, March 24<sup>th</sup>. A copy will be given to you.

If you cannot meet with your child's teacher on Friday, March 24<sup>th</sup> from 1 to 5 p.m., you can make other arrangements such as:

- Schedule an appointment to meet with the teacher after school at 3 p.m. during March.
- Arrange a phone conference at a mutually convenient time.
- Communicate by email or snail mail—whatever you prefer.

Please complete the form below and return it on Wednesday, March 22<sup>nd</sup>. We want to know when and how we will discuss your child's progress so that by working together we will ensure our students' success. Thank you for your cooperation.

P.S.—For your convenience the After School Program will be available on Friday, March 24<sup>th</sup> until 6 p.m. However, Conferences will end at 5 p.m. and teachers will not be available to meet with parents after 5 p.m. Please opt for one of the other suggested arrangements.

Please complete this form and return it on Wednesday, March 22<sup>nd</sup>.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

I know that second trimester Report Cards will be given to students on Thursday, March 23<sup>rd</sup> to bring home to their parents.

Parent's Signature \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

\_\_\_\_\_ I plan to attend the Parent-Teacher Conferences on Friday, March 24<sup>th</sup> at \_\_\_\_\_ (approximate time).

\_\_\_\_\_ I will make the following arrangements to discuss my child's progress with teac

*To provide every child with a safe and nurturing environment that facilitates a love of learning as well as a love for God, others, and self.*