

Sacred Heart Academy
1200 Dayton Street, SW
Grand Rapids, MI 49504
(616) 459-0948

Parent/Teacher Conferences – Spring 2017

Dear Parents:

Conferences present an opportunity for parents and teachers to meet and discuss a student's progress and adjustment to the school year. Three conference dates are available to help accommodate your schedule.

CONFERENCE DATES & TIMES

Wednesday, February 8 1:00 – 5:00 pm

Thursday, February 9 4:00 – 8:00 pm

Friday, February 10 1:00 – 5:00 pm

**School will not be in session Monday, February 20 – Tuesday, February 21
for Midwinter Break.**

Please arrive promptly at your appointed time so that later conferences will not be delayed. Conferences are scheduled in 15 minutes increments. Please be mindful that others are waiting to speak with teachers. If you feel that your conference needs to be more than 15 minutes, please contact the teacher via e-mail to arrange for a separate meeting time.

We schedule conferences on a first come, first served basis. **Please return this completed form ASAP to the academy office but no later than Wednesday, February 1.** Scheduling will be completed for the entire family for the date you select. The larger your family the more important it is to get your conference form in early. If you need to start conferences for your family after a specific time, please indicate that below. You will be receiving confirmation of your conference time.

Please contact the school office if you have any questions.

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Family Name: _____

Please indicate preferred date and if there is a specific time that you need conferences to start: _____

_____ Wednesday, February 8 1:00 – 5:00 pm (last conference scheduled for 4:45 pm)

_____ Thursday, February 9 4:00 – 8:00 pm (last conference scheduled for 7:45 pm)

_____ Friday, February 10 1:00 – 5:00 pm (last conference scheduled for 4:45 pm)

Names and **Grades** of Children _____
