



## PARENT-TEACHER CONFERENCES FIRST TRIMESTER REPORT CARDS

Dear Parents,

The first trimester ends on November 28, and we are making preparations to provide you with feedback on your child's academic and social progress. Below you will find an outline of procedures for receiving your child's report card through the parent-teacher conference, scheduled for December 7. There are no regular classes on this date. Attendance is marked as present for children in grade 3 – 8 who attend the conference with the parent. This is not required for students in Pre-K through 2<sup>nd</sup> grade.

Please note that **all tuition/fees must be up to date in order to receive your report card**. In the event you are delinquent, please contact Mary Miller to provide a payment date. Once your tuition account is current, we will release your child's report card.

### **Pre-Kindergarten – 5<sup>th</sup> Grade**

- **ALL PARENTS** are required to **make an appointment** and meet with your child's **homeroom** teacher to receive his/her report card.
- **Please contact Mrs. Smith to schedule an appointment** on December 7<sup>th</sup>, between 9 AM and 5 PM. If you have more than one child, Mrs. Smith will help coordinate scheduling to accommodate multiple appointments. (301-447-3161)
- **Appointments will be 15 minutes in length** for each child. Please be on time for your appointment. If you miss your appointment, or find you cannot make the assigned time, please contact the office to re-schedule.
- In the event you require more than 15 minutes to discuss your child's progress, you will be asked to make a follow-up appointment.

### **Middle School (6<sup>th</sup> – 8<sup>th</sup> Grade)**

Due to the fact that Middle School students have multiple teachers, **all middle school teachers will be available to parents during conference times**. Please follow this process to receive your child's report card:

- **ALL PARENTS** are required to attend parent-teacher conferences. Middle School Teachers will be located in the gym on December 7<sup>th</sup>, between 9 AM and 5 PM. **(Lunch break is 12:00 – 1:00, no teachers available.)**
- **Parents may come to the gym during these hours to meet with the homeroom teacher and receive your child's report card.** Conferences will be provided on a first come, first serve basis.
- In the event you require more than 15 minutes to discuss your child's progress, you will be asked to make a follow-up appointment.
- After you receive your child's report card, you may proceed to meet any other middle school teacher for questions/clarifications regarding your child's progress in a particular subject area.
- We ask that you have your middle school student attend conferences with you so that there is clear communication about study habits, academic progress, and behavior between the student-teacher-parent.