



Our Lady of Peace  
SCHOOL

Dear Parent/Guardian:

We are beginning to schedule conferences for November 23 and 24, 2015. Conferences will be scheduled Monday from 9:00 a.m. to 7:15 p.m. and on Tuesday from 9:00 a.m. to 5:00 p.m. Students will not be in school Monday and Tuesday. Please complete the bottom and **return it to school by Tuesday, November 10, 2015**, so that we can schedule your conferences at a time that is convenient for you. Please be aware that because of work schedules, some families must have evening appointments. If it is at all possible for you to have a morning or afternoon appointment, it would be most appreciated. Once the schedule is completed, we will send you the form indicating the exact time of your appointment(s).

Thank you.

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Parent/Teacher Conferences

Please check-mark the slot that is convenient for you. (Do not put a time.)

Family Name: \_\_\_\_\_

\_\_\_Monday Morning      \_\_\_Monday Afternoon      \_\_\_Monday Evening

\_\_\_Any time Monday

\_\_\_Tuesday Morning      \_\_\_Tuesday Afternoon      \_\_\_Any time Tuesday

**Name of Student**

**Grade/Teacher**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*

**PLEASE RETURN BY TUESDAY, NOVEMBER 10, 2015**