



MEMO TO: GCA PARENT(S) OF STUDENTS IN K – 5<sup>th</sup> GRADES  
FROM: KELVIN INOUE  
DATE: SEPTEMBER 4, 2019  
RE: PARENT-TEACHER CONFERENCES

Dear parents, please list the name of each of your children in K-5<sup>th</sup> grade and return to the oldest child's teacher by Monday, September 16th. Middle School conferences are scheduled with a separate form.

Conferences are 15 minutes long, and are scheduled every 20 minutes. We will have the following time blocks available for scheduling conference appointments:

Thursday, October 3<sup>rd</sup> \* 1:00pm – 6:00pm (last appt. at 5:40pm) \*Students dismissed 12:00pm  
Friday, October 4<sup>th</sup> \* 1:00pm – 6:00pm (last appt. at 5:40pm) \*Students dismissed 12:00pm

Your teacher will make every effort to arrange a conference convenient to your schedule. Finalized schedules will be sent home prior to conferences for your reference.

INDICATE YOUR AVAILABILITY ON THURSDAY AND/OR FRIDAY BY CIRCLING TIME BLOCKS

☐ THURSDAY, October 3<sup>rd</sup> ☐ No time preference

1:00 1:20 1:40 2:00 2:20 2:40 3:00 3:20 3:40  
4:00 4:20 4:40 5:00 5:20 5:40

☐ FRIDAY, October 4<sup>th</sup> ☐ No time preference

1:00 1:20 1:40 2:00 2:20 2:40 3:00 3:20 3:40  
4:00 4:20 4:40 5:00 5:20 5:40

☐ I do not wish to schedule a conference for my K-5<sup>th</sup> grade student at this time

Print Parent Name \_\_\_\_\_ Signature \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

K-5th CHILD'S NAME

TEACHER'S NAME

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

*Additional conferences can be scheduled for another date with a written request to the specific teacher.*