



GRACE CHRISTIAN ACADEMY

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

Dear parents, please list the name of each of your children in K-5th 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 3rd * 1:00pm – 6:00pm (last appt. at 5:40pm) *Students dismissed 12:00pm
Friday, October 4th * 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 3rd 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 4th 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-5th grade student at this time

Print Parent Name _____

Signature _____

K-5th CHILD'S NAME

TEACHER'S NAME

_____ / _____
_____ / _____
_____ / _____
_____ / _____

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