

Holy Spirit School  
322 Cannons Lane  
Louisville, KY 40206

January 18, 2008

Dear Parents,

Parent-Teacher-Student Conferences will be held at Holy Spirit School on Wednesday, January 30, 2008 from 3:00 - 8:00 P.M. and Thursday, January 31, 2008 from 8:00 A.M. – 12:00 Noon.. All conferences will last 15 minutes. Students are required to attend conferences with their parents and teachers.

Please assist us in scheduling conferences by understanding not everyone can have their exact preferred time. Parents are offered the opportunity to conference with **homeroom teachers only** during the P.T.S. conference time frame. Special area teachers are available on a “drop in” basis.

Please check the date you prefer. **Teachers will assign the specific times.**

**Wednesday, January 30, 2008 – 3:00-8:00 PM \_\_\_\_\_**

**Thursday, January 31, 2008 - 8:00-12:00 AM \_\_\_\_\_**

Please list the names and grades of all of your children who attend Holy Spirit School so that we may coordinate conference times whenever possible.

<b>STUDENTS</b>	<b>NAMES OF TEACHER (S) DESIRED TO SEE</b>	<b>GRADE</b>	<b>CONFERENCE TIME OFFICE USE ONLY</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE RETURN THIS FORM TO THE TEACHER OF YOUR OLDEST CHILD NO LATER THAN  
**Wednesday, January 23, 2008.**

Sincerely,  
Doris Swenson

