



The Scholars' Academy

An Accelerated College Preparatory School for Grades 6-12
27Q323, A Knowledge Network Teaching and Learning Organization
320 Beach 104 Street, Rockaway Park, NY 11694
Tel: (718) 474-6918 Fax: (718) 945-8958

Principal
Brian O'Connell

February 6, 2009

Dear Parents/Guardians,

All afternoon and evening Parent/Teacher Conferences will take place on **Thursday, February 26th**. Students will be dismissed at 11:30 AM. Be sure to make the necessary arrangements to have your child picked up at that time. Transportation will be provided for the regular yellow bus students in middle school.

Listed below are the scheduled meeting times:

Session 1 12:30PM- 2:30PM
Session 2 5:30PM- 8:30PM

Please indicate the time block during which you will arrive on the form below. You must return the tear off to your child's homeroom teacher immediately. You should have questions prepared to ensure a productive meeting session.

To better accommodate your needs, we have extended the evening schedule by 30 minutes to alleviate the overcrowding that typically takes place during Parent Teacher Conferences. Still, each meeting with your child's cohort of teachers will be limited to 4 minutes. Please do not take offense if a conference must end due to these time constraints. Simply contact the teachers or request another appointment, follow up email, or phone conference thereafter. The Parent Coordinator, Ms. Brady and/or Guidance Counselors, Ms. Rozman (Middle School) and Mr. Harris (High School), are also available to facilitate further conferences.

Upon arrival to your child's classroom, you must sign up on the sign in sheet that will determine the order of appointments. There will be a wait and we are asking for your understanding and cooperation in this matter.

Thank you for your continued support.

Respectfully,

Brian O'Connell
Principal

TEAR OFF AND RETURN

Child's Name

Homeroom #

I have read the above pertaining to the date and time block of the parent/ teacher conference. Also, I will make arrangements for early pick up of my child if necessary.

Please select the time period that we can expect you:

You may want to consider keeping the top portion of this letter in a safe place for reference.

12:30 PM- 2:30 PM _____ or 5:30 PM- 8:30 PM _____

X

Parent/Guardian Signature

Date