



Charter School of Educational Excellence

260 Warburton Avenue, Yonkers, New York 10701
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FALL 2011 PARENT/TEACHER CONFERENCES

November 28, 2011

Dear CSEE Parents/Guardians of Grades K-6 Students:

We invite you to attend **Parent Teacher Conferences on Wednesday, December 14, 2011**. The first marking period ended on November 22, 2011. Our school schedule has been modified to make it convenient for parents who prefer either the afternoon time or the evening to meet with the teacher/s. There is a **1/2 day of school** on December 14; therefore, students will be dismissed at **12:00 p.m.** Lunch will be served before dismissal. Please make the necessary arrangements for your child's early release from school and prompt pick up at noon. **Student report cards will be distributed to parents at the conferences.**

It is very important that you attend the conference to review your child's report card with the teacher and discuss the academic progress your child has made this semester in school. **Report cards must be signed and returned immediately to the school.**

AFTERNOON CONFERENCES (SESSION I) 1:00 p.m. - 4:00 p.m.		EVENING CONFERENCES (SESSION II) 6:00 p.m. - 8:00 p.m.
Meeting Locations:	Grades K-4 Grades 5-8	CSEE (Warburton Avenue) St. Bartholomew (Palmer Road, Yonkers)

Parents have up to 15 minutes to speak with their child's teacher. If additional time is required, arrangements will be made for a follow up meeting with the teacher at another time.

Below please select the best time slot to meet with your child's teacher so that the teacher is able to schedule you during a mutually convenient time. **You will receive an appointment slip that will designate your reserved meeting time within the next couple of days. We appreciate your promptness to your scheduled meeting.**

We look forward to seeing you on December 14.

Sincerely,

Catalina Castillo
Principal

Please detach and return the bottom portion of this notice to your child's teacher immediately so your appointment can be arranged.

Fall 2011 Parent/Teacher Conference Appointment Preference

Teacher's Name: _____ Grade/Class #: _____

Student's Name: _____

Parent/Guardian's Name: _____ Telephone: _____

Please select a time slot from either **Session I** or **Session II** that indicates the most convenient time to meet with your child's teacher. **Check all that apply.**

- Session I (Afternoon)**
- ___ 1:00 - 2:00 p.m.
- ___ 2:00 - 3:00 p.m.
- ___ 3:00 - 4:00 p.m.

- Session II (Evening)**
- ___ 6:00 - 7:00 p.m.
- ___ 7:00 - 8:00 p.m.

You will receive a meeting confirmation from your child's teacher within the next few days. Please check your child's book bag for this important information.