

## PARENT GUIDE TO PARENT-TEACHER CONFERENCES

At the midpoint of each trimester, Cretin-Derham Hall holds Parent-Teacher Conferences. Unofficial grades are issued so parents/guardians can learn how their student is doing in her or his classes (these grades are not recorded on the transcript - only trimester grades are recorded on the permanent record). Parents have an opportunity to meet and talk to each teacher. Parents are strongly encouraged to attend and should visit as many teachers as possible.

Parking: Please use the student parking lot off of Hamline Avenue and the parking lots off of Albert Street. Please do not park in the Holy Spirit School lot.

**Based on surveys done with parents/guardians and faculty, we will try a new procedure for conferences this year. All conferences will take place in the Aux. Gym and the field house. We hope this allows parents/guardians to see more teachers and have a better and more efficient experience.**

Procedures for Conferences:

1. Parents/guardians come to the **Activities Center entrance** to pick up their student's grades and a guide indicating where individual teachers are located.
2. Parents then go to the field house and auxiliary gym to talk to teachers. There is no set order or appointments. If one line is too long, parents can go to another teacher whose line is shorter.
3. Individual conferences should last about 3-5 minutes. If more time is needed, please make an appointment with the teacher for another time. It is impractical for a teacher to spend more than 3-5 minutes with a parent/guardian and still have time to talk to all interested parents.
4. Some teachers are unable to be present during all of conferences. They are listed at the end of this guide.
5. Counselors and administrators are available in their offices to talk to parents about any concerns.
6. Refreshments are provided by the Parents' Association and are served in the hallway outside of the auxiliary gym.
7. Child care will be available in A102.
8. **Spanish Language translators are available by appointment only. Contact Amy Bellus at 651-696-3305 for more information or to set up an appointment.**
9. If you are unable to attend conferences, your student may pick up her/his grades in the Guidance Office. If she/he forgets to pick up the grades, call the Guidance Office at 651-696-3312 to have grades sent home. Grades may also be checked anytime online using Infinite Campus.

### **Trimester 3 Conferences**

**Wednesday, April 17, 2019 (1:00-5:00 p.m.)**

The following faculty members will **only** be available at the times listed below:

Tim Beck (Latin) 2:00-5:00 p.m.

David Boisclair (Social Studies) 1:00-3:30 p.m.

Randy Muetzel (Phy Ed) 1:00-2:30 p.m.

If you have any questions, please call the Main Office at 651-690-2443.

Sincerely,

The CDH Administrative Team