



St. Luke
Catholic Elementary School
2750 Kingsway Dr.
Oakville, ON
L6J 7G5
(905) 829-1700

November 2, 2021

Dear Parents/Guardians:

Re: Parent/Teacher Interviews

We are in the process of planning for our Virtual Parent/Teacher interviews at St. Luke School. Interviews will take place the evening of **Thursday, November 25** and **Friday, November 26**. Each interview will be **10 minutes** in length. Friday, November 26 is a Professional Activity Day designated for interviews, therefore, students will not be at school on this day. Interviews will be **virtual** again this year. Parents/Guardians will be given the choice to either have the interview with your child(ren)'s teacher through Microsoft Teams or a phone conversation. Please see attached sheet for more information.

Progress Report Cards will be sent home on **Wednesday, November 24** for all students, Kindergarten to Grade 8. These reports will form the basis for the interviews. At the end of your 10 minutes, if you feel more time is required, please arrange with the teacher for a follow-up interview.

Kindly complete the attached request form, indicating the day, time period and the platform in which you wish to have the interview that is most convenient for you. Then return the request form to your child's teacher **no later than Wednesday, November 10**. We will try to schedule your virtual interviews as close to your preferred time as possible.

A **definite interview date and time will be sent home with your child(ren) on Monday, November 22**. In addition, if you have selected the interview to take place on Microsoft Teams, prior to your interview, you will receive an email (to the email address we have on file at the office) from the teacher with an invite to join your Parent/Teacher interview. Should it be necessary for you to cancel, please ensure you notify the teacher as soon as possible. Thank you in advance!

Your Partners in Catholic Education,

Mrs. A. Sofia Starr

Principal

(on behalf of the St. Luke Staff)

PARENT/TEACHER INTERVIEW REQUEST FORM 2021
Thursday, November 25 & Friday, November 26

Family Name (Please Print): _____

Please (✓)

I am unable to schedule an interview for these dates/times. I will re-schedule with teachers at a later date.

Please (✓)

I would like to schedule an interview for the student(s) listed below:

Please **print** your child's / children's first and last name in order by grade, from Kindergarten to 8:

Child's Name: _____
(please print) _____

Grade: _____ Teacher: _____
Grade: _____ Teacher: _____
Grade: _____ Teacher: _____
Grade: _____ Teacher: _____
Grade: _____ Teacher: _____

My preference is for:

- ▶ **Thursday Evening, November 25th between:**
 - 3:10 p.m. to 5:00 p.m.
 - OR**
 - 6:00 p.m. to 8:00 p.m.

- ▶ **Friday, November 26th between:**
 - 8:30 a.m. to 11:30 a.m.
 - OR**
 - 12:30 p.m. to 2:30 p.m.

- I would like my child(ren)'s interview(s) to take place using (please check off one box):

Microsoft Teams My preferred email address is _____

Telephone My preferred phone number is _____

Teachers, other than your child's/children's homeroom teacher, you would like to see:

Mr. D'Elia
French Teacher

Mrs. Holowatsky
Primary Science & Social Studies Teacher

Mrs. Oles
Teacher of the Arts

PLEASE RETURN FORM NO LATER THAN WEDNESDAY, NOVEMBER 10