

## LKCS Progress Reports and Parent-Teacher Interviews

October 19, 2020

Dear Parent/Guardian:

In order to keep you informed and provide you with an opportunity to discuss your student's progress at L.K.C.S. so far this Quadmester, we will hold **Parent-Teacher Interviews by phone on Thursday, October 22, between 5 – 7 pm**. To facilitate this, we are using an online sign up platform, Sign-Up Genius, on which parents/guardians can sign-up for a specific 10-minute window for a phone call from the teacher.

Paper progress reports were issued to students and electronic progress reports were sent to parents on Thursday, October 15 (Block A Class) and will be followed by Block B Class progress reports Tuesday, October 20.

### **Planning for the Interview:**

- Sign up for a suitable time and provide a phone number on the website listed below
- If you have more than one student, please leave a gap between calls so as not to miss out
- Have your student's progress reports accessible to you (paper or electronic)
- Try to eliminate distractions that will interfere with the interview
- Have any questions for the teacher written down so as not to forget
- Have a writing utensil handy (if necessary) to make notes.

### **Sign up at:**

- <https://www.signupgenius.com/go/9040549AEAD22AAFC1-parentteacher>

Any information you enter is only available to school administration.

If you are unable to take any calls that evening and still wish to confer with your student's teacher(s), please consult your student's report for teacher contact information or call the school and this message will be delivered to the appropriate teacher. If you have any other questions or concerns, please contact the school.

Regards,

Jim Keane