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St. Francis Xavier Secondary School

50 Bristol Road West - Mississauga, Ontario - L5R 3K3

Phone: 905-507-6666 Fax: 905-568-1026

Website: <http://w3.dpcdsb.org/STFXS>

March 18, 2019

Dear Parents/Guardians:

On **Thursday March 28, 2019**, the St. Francis Xavier Community will be holding its Semester 2 Parent-Teacher Conferences from 5:00 p.m. to 8:00 p.m.

To arrange for an interview with your son's or daughter's teachers, please complete the following steps:

1. Complete the form (on reverse side) indicating whether or not you would like a teacher parent conference or if you prefer a telephone conference.
2. Have your son/daughter show the form to each of his/her teachers as soon as possible.
3. Teachers will fill in an appointment for you.
4. Your son/daughter will return the form to you.
5. Attend the interview at the pre-arranged time.

We look forward to meeting with you for the purpose of enhancing your son's/daughter's educational experiences at St. Francis Xavier Secondary School. If you require any additional information, please contact us at (905) 507-6666 during the office hours of 7:30 a.m. to 3:30 p.m.

Your partners in education,

St. Francis Xavier Secondary School Staff

Excellence in Catholic Education

Thursday March 28, 2019

5:00 p.m. – 8:00 p.m.

Please record the teacher’s name, and complete columns 3 and 4. The teacher will complete column 2 (location in the school and time of the conference) using the suggested time provided by your son/daughter. He or she will try to accommodate your time as best as he/she can given all the other requests.

Teacher	Conference Location/Time	Conference Requested (Yes or No)	Telephone Conference Preferred

Student’s Name: _____

Parent’s Signature: _____

Home Telephone #: _____

Business Telephone #: _____

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