



THE
VILLAGE
CHARTER
SCHOOL

101 SULLIVAN WAY, TRENTON, NJ 08628 / (609) 695-0110 / FAX (609) 695-1880

Dale Caldwell
Head of School

Mrs. Keoke Wooten-Johnson
Principal

Upcoming Parent/Teacher Conferences

November 12, 2014

Dear Parents/Guardians:

As a means of monitoring your child’s academic and social progress, we urge you to attend our upcoming Parent/Teacher conference on Monday, November 24, 2014, and Tuesday, November 25, 2014. **Please know that report cards will not be sent home with students.** The Parent/Teacher conference will allow you and your child’s teacher to discuss your child’s progress.

On _____, your child will bring home a confirmation letter showing the scheduled meeting time. Please complete the bottom portion of this letter indicating a time below between the hours of 1:30-3:45 PM and 5:00-6:45 PM convenient for you and return it to your child’s teacher by _____. **15 minutes have been allotted for each parent meeting.**

Every effort will be made by us to schedule a convenient conference on these two days.

Yours truly,

Keoke Wooten-Johnson
Principal

Parent/Teacher Conference Request Tear Off

Student’s Name _____ Grade _____

Parent’s Name _____

I can attend the Parent/Teacher conference on Monday, November 24th at:

1:30-3:45 PM (Preferred Time) _____

I can attend the Parent/Teacher conference on Tuesday, November 25th at:

1:30-3:45 PM (Prefer Time) _____

5:00-6:45 PM (Preferred Time) _____