



TO: ALL PARENTS/GUARDIANS

FROM: RENEE LAWRENCE, ACTING PRINCIPAL *R. Lawrence*

DATE: FEBRUARY 22, 2021

**RE: PARENT TEACHER CONSULTATION DAYS**

Dear Parents/Guardians:

Administration wishes to inform you that our online Parent Teacher Consultations days are on **Wednesday, February 24, 2021 to Friday, February 26, 2021**. This will be conducted via Google Classroom. We will begin at 8 AM and close each day at 3 PM.

**Teachers** will post in the Google classroom a time schedule as well as a list of all students whose parents/ guardians they would like to speak with on these days. They will make themselves available for discussion with you and your child/ward.

**Each parent/ guardian** is asked to check each classroom for these documents. If your child's/ ward's name appears on the list, kindly indicate the day and time that you wish to meet each teacher. Please note that you will need to choose a different time for each teacher.

If your child's/ ward's name does not appear on the list and you would like to speak with a teacher, kindly indicate this to the teacher by choosing a day and time.

Parents and Guardians do remember that this is a new thing for all of us. We crave your patience, cooperation and feedback as we seek to engage you over these three (3) days.

Thank you.