



October 30, 2017

Dear Families,

On November 9th and 10th, KIS Elementary School invites you to school-wide Parent-Teacher Conferences. The conferences will provide parents the opportunity to meet with teachers and discuss the progress of their children while also affording teachers a chance to provide examples of student work in each of their academic areas. **Progress reports will be sent home this Friday (Nov. 3) and teachers will follow up with any questions you have during conferences.**

The conferences will last approximately 25 minutes and time will be set aside (before and after) for you to meet with specialist teachers. These conferences are an extremely important opportunity for you to personally meet the teachers and specialists and learn what your child's strengths are, as well as areas your child may require extra attention and support.

KIS strongly encourages you to participate in this informative and beneficial conferencing experience.

The time for conferences is **1:00 p.m. to 5:00 p.m. on Thursday the 9th of November and from 8:00 until 2:00 p.m. on Friday the 10th of November.**

Thursday will be a half day for students. School lunch will take place from 11:30 a.m. until 12:00 p.m. School will let out at 12:15 p.m. and buses will depart KIS at 12:25 p.m. Your child will arrive home approximately two hours and forty-five minutes **earlier** than the regular scheduled time.

There will be supervision on the soccer field until 1:30 p.m. for students waiting for their parents to arrive for early conferences. **If you will not arrive to pick up your child by 1:30 p.m. your child must go home at 12:15 since supervision will not be available after 1:30 p.m.** Students at school after 1:30 will be asked to wait in B3.

ES students will not have school on Friday, November 10th.

Please complete the attached sign-up form and return it to your child's classroom teacher any time before Friday, November 3, 2017.

We look forward to seeing all of you at this year's Parent-Teacher Conferences.

Danielle Rich
Elementary Principal
Korea International School

Parent - Teacher Conference Sign up Schedule

To help teachers facilitate the scheduling of these important conferences, please take a moment to complete the information below. **Please complete a separate form for each child.** This will allow the teachers to schedule families with several children on the same day whenever possible. List all siblings on each form so teachers can coordinate family times. ***Please sign your name on three possible conference times and then circle your preference of (1st, 2nd, 3rd) choice. The teachers will do their best to accommodate your requests.***

Parent Name: _____ Home Phone Number: _____

Student Name: _____ Teacher Name: _____

Sibling: _____ Sibling's Teacher: _____

Sibling: _____ Sibling's Teacher: _____

RETURN THIS FORM TO YOUR CHILD'S TEACHER NO LATER THAN FRIDAY, November 3, 2017

Thursday, November 9th, 2017

1:00 p.m. _____
(1st / 2nd / 3rd)

1:30 p.m. _____
(1st / 2nd / 3rd)

2:00 p.m. _____
(1st / 2nd / 3rd)

2:30 p.m. _____
(1st / 2nd / 3rd)

3:00 p.m. _____
(1st / 2nd / 3rd)

3:30 p.m. _____
(1st / 2nd / 3rd)

4:00 p.m. _____
(1st / 2nd / 3rd)

4:30 p.m. _____
(1st / 2nd / 3rd)

(PLEASE SEE OTHER SIDE FOR FRIDAY APPOINTMENT SLOTS)

Friday, November 10, 2017

8:00 a.m. _____
_____ (1st / 2nd / 3rd)

8:30 a.m. _____
_____ (1st / 2nd / 3rd)

9:00 a.m. _____
_____ (1st / 2nd / 3rd)

9:30 a.m. _____
_____ (1st / 2nd / 3rd)

10:00 a.m. _____
_____ (1st / 2nd / 3rd)

10:30 a.m. _____
_____ (1st / 2nd / 3rd)

11:00 a.m. _____
_____ (1st / 2nd / 3rd)

11:30 a.m. _____
_____ (1st / 2nd / 3rd)

12:30 p.m. _____
_____ (1st / 2nd / 3rd)

1:00 p.m. _____
_____ (1st / 2nd / 3rd)

1:30 p.m. _____
_____ (1st / 2nd / 3rd)