

# Memo



To: VT Staff  
From: Jeff Spence  
Re: Parent Teacher Conference  
Thursday November 7<sup>th</sup>, 2019 from 3:00- 4:00pm & 5:30- 7:30pm  
@ VT Gymnasium & Cafeteria

Please note: This event is a school-wide event that counts as one of our reporting periods.  
If you are not able to attend, please let Rob know.

## Tuesday October 29<sup>th</sup>, 2019 – Info to Students:

- Parents/ Guardian will be EMAILED out information for online sign-up and information will be uploaded to our website.

### Note:

- Online appointments can be made from Wednesday, October 30<sup>st</sup> at 7pm until Monday, November 4<sup>st</sup>, 2019 at 9am for **4 appointments** only
- If spaces are left, parents will be able to book more appointments on Monday, November 4<sup>st</sup>, 2019 at 9am until Wednesday, November 6<sup>th</sup>, 2019 at 3pm.

## Wednesday, November 7<sup>th</sup>, 2019 - Reminder to Students

- Please remind students in your first period classes that their Parents can print their Parent/Teacher Appointment time by accessing the <http://vantech.schoolappointments.com>
- Please remind students that November 7<sup>th</sup>, is an early dismissal at **1:45pm**.

## Thursday, November 7<sup>th</sup>, 2019 – Parent Teacher Conference @3:00- 4:00pm & 5:30- 7:30 pm, in the Gymnasium

- Reminder, November 7<sup>th</sup> will be the Remembrance Day Ceremonies.

The schedule is as follows: Collab day schedule

Period	Time	Assembly
Period 1	10:00 am – 10:40 am	Gr9
Period 2	10:45 am – 11:25 am	Gr10
Lunch	11:25 am – 12:20 pm	
Period 3	12:20 pm – 1:00 pm	Gr11
Period 4	1:05 pm – 1:45 pm	Gr12 and Gr8
Dismissal @ 1:45		

[Staff instructions are on the reverse]