



Saint Francis of Assisi School  
7075 Ashworth Road, West Des Moines, Iowa 50266  
Tel: 515-457-7167, Fax: 515-440-1042

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Misty Hade, Principal

Adam Tjeerdsma, Assistant Principal

January 18, 2012

Dear St. Francis Families,

Once again it is time to schedule spring parent-teacher conferences. Conferences are set for Tuesday, February 28th from 4:30-7:30 PM and Thursday, March 1st from 11:00 AM to 7:00 PM. Additionally, 7<sup>th</sup> and 8<sup>th</sup> grade teachers: Ms. LeDuc, 7/8 Religion; Mrs. Mistry, 7/8 Science; Ms. Nennig, 7/8 Social Studies; Mrs. Streff, 7/8 Math, will have conference times available on Tuesday, February 28<sup>th</sup> from 12:15-3:15 PM, in St. Clare room. Classes will be held as usual all day on Tuesday with substitutes covering the 7/8 grade teachers. Classes will not be held Thursday, March 1st due to conferences and on Friday, March 2<sup>nd</sup>. The link to the PTC wizard site, <https://saintfrancisschool.ptcwizard.com>, will be opened at 10:00 AM on Monday, January 23rd. At that time and until noon on Friday, February 24th you will be able to register for spring conferences at St. Francis of Assisi School. If you have a conflict arise during the scheduling period, you have the ability to change your conference time selection. Below you will find several guidelines for you to remember when scheduling conferences this spring.

- Parents of students in Kindergarten through 5<sup>th</sup> grade will schedule a 15 minute conferences with their child's homeroom teacher.
- Parents of student in 6<sup>th</sup> grade will schedule a conference with the 6<sup>th</sup> grade team. **The system will show a 5 minute time slot for you to sign up for; however you will see each teacher for 5 minutes for a total of 15 minutes.**
- Parents of students in 7<sup>th</sup> and 8<sup>th</sup> grade should schedule a 5 minute conference with each of the middle school teachers. These conferences will be held in the gym (Tuesday evening and Thursday all day).
- Parents will be able to schedule a conference with some of our Related Arts teachers (Mrs. Randall, Mrs. Larson, Mrs. Heckle, Mrs. Osborn, Mrs. Buckmiller, Mrs. King, Mrs. Schnoes, and Mrs. Shull). These conferences will be held in their classroom/office during the scheduled conference hours. Part-time Related Arts teachers will only be available on one of the conference days.
- Please remember to schedule ONE time per family- dual households need to communicate with each other about the conference time in order for both parents to be represented for the conference.
- Those of you who registered at Dowling on the PTC Wizard site do not have to re-register. You may simply log on using the same user name and password. It will work for all your children at Dowling Catholic and St. Francis.
- You **MUST** factor in **TRAVEL TIME** when schedule conferences for your family. Do not schedule back to back slots for your students. The teachers have been instructed to strictly adhere to the time requirements. If you are late because you scheduled your conferences too closely together, you may miss your opportunity to conference. Our recommendation is to schedule a slot and leave 15 minutes in between.
  - Example: 4:30-4:45 Mrs. Doyle; 5:00-5:15 Mrs. Curtin
- **Do not request to make up conferences to accommodate your travel or vacation.**

If you have any questions, please contact the school office by email or phone. Thank you for your cooperation in helping us stream line this process.

With many blessings~

Misty Hade  
Principal