



LaSalle Preparatory School
7436 Buffalo Avenue, Niagara Falls, NY 14304

Mr. James Spanbauer
Principal
Main Office Phone: 716-278-5880

Fax: 716-278-5899

Ms. Tina Schultz
Assistant Principal
Student Services: 716-278-5885

Dear Parent/Guardian:

Parent/Teacher Conferences will be held on: **Wednesday, November 14, 2018**
 from: **12:00 – 2:00 PM and 4:00 - 7:00 PM**

There is a half-day of school for students on that day.

TO ARRANGE FOR AN APPOINTMENT:

1. List the names of teachers or other staff members you are interested in seeing.
2. Return this sheet to the home base teacher or Main Office as soon as possible.

NO REQUEST FORMS WILL BE ACCEPTED AFTER FRIDAY, November 9, 2018.

NAME OF TEACHER

CONFERENCE TIME
 (to be completed by school)

ROOM NUMBER

- Conferences will be scheduled in the order in which they are returned to school. *
- If you need a certain time, indicate it here and we will try to honor your request. _____
- If you have more than one child attending LaSalle Preparatory School, check where indicated below and we'll try to keep your conference times as close together as possible.
- **Conferences WILL NOT BE SCHEDULED BY PHONE. Please return this request sheet.**

_____ (Student Name)

_____ (Home Base/ Cluster)

_____ (Parent's Names)

_____ Yes, I have another child at LPS

_____ Other Child's Name:

Grade: _____

Daytime phone where you can be reached. _____

Thank you,
 James Spanbauer
 Principal

*If conference times are full and we are unable to schedule a time for you, you may call your child's Guidance Counselor at 278-5885 to request information on your child's progress.