

**GLEBE COLLEGIATE INSTITUTE
PARENT-TEACHER INTERVIEW PROCEDURE**

Parents are invited to meet with teachers in order to discuss student academic performance on Thursday, October 25, 2018 from 4:00 – 5:30 p.m. and 6:30 – 8:00 p.m. **Please note that on this day students will be following a regular school day and will be dismissed from school at 3:00 p.m.**

Interviews with subject teachers may be booked on this form by the students during class time. Interviews are normally scheduled in 10 minute intervals in order that we may accommodate as many parents as possible.

Maps of locations and teachers room assignments will be available from our information desk in the main lobby of the school.

 Student Name (please print)

TO BE COMPLETED BY PARENTS:

Teachers I wish to see:	Subject	Preferred <u>Time</u> Block
		4:00-5:30 6:30-8:00
		4:00-5:30 6:30-8:00
		4:00-5:30 6:30-8:00
		4:00-5:30 6:30-8:00

I request a telephone interview (Please List Above)

 Parent/Guardian Signature

 Telephone #

I request an E-mail interview (Please List Above)

 Parent/Guardian E-Mail address

TO BE COMPLETED BY TEACHER AND RETURNED TO PARENT:

Time	Room	Signature

If there are accessibility or accommodation requirements that we need to put in place in order to facilitate your participation at this event, e.g. access to an elevator key, an interpreter, etc., please let us know a few days in advance by email glebeci@ocdsb.ca or phone (613) 239-2424. If ever Glebe has an accessibility issue, we will notify the public via our website. Thank you.