



Maternity of Mary  
Saint Andrew

CATHOLIC SCHOOL

592 Arlington Avenue West  
Saint Paul, MN 55117  
651.489.1459  
[www.mmsaschool.org](http://www.mmsaschool.org)

February 2, 2012

Dear Pre-School – 5<sup>th</sup> grade Parent/Guardian,

We will be holding **Parent/Teacher Conferences** for students in Pre-School through Grade 8 on Thursday, February 16<sup>th</sup> and Friday, February 17<sup>th</sup>. A reminder that Friday, February 17<sup>th</sup> is a No School Day. (President's Day, Monday, February 20<sup>th</sup> is also a No School Day.)

Conferences are **mandatory for our Pre-School – 5<sup>th</sup> grade students**. Additionally, the Kindergarten – 5<sup>th</sup> grade teachers request students attend conferences with you.

If you would like, you may request a conference with a specialist teacher in addition to your child(ren)'s classroom teacher.

Please fill out and return this scheduling form by Tuesday, February 7<sup>th</sup> so that we may have time to send your scheduled conference time with Thursday's communication.

**Thank you for your immediate attention to this deadline.**

**MATERNITY OF MARY ~ ST. ANDREW SCHOOL  
PRE-SCHOOL THROUGH 5<sup>th</sup> GRADE CONFERENCE REQUEST FORM**

FAMILY NAME: \_\_\_\_\_

**Please check the box with the name of the teacher(s) with whom you would like to have a conference. Please turn this into the school office by Tuesday, February 7<sup>th</sup>.**

| Teachers<br>Pre-School to Grade 5 |  | Office Use<br>Only | Conference<br>Location |
|-----------------------------------|--|--------------------|------------------------|
| Mrs. Quast<br>Grade 5             |  |                    | Room 210               |
| Mrs. Lang<br>Grade 4              |  |                    | Room 208               |
| Ms. Joseph<br>Grade 3             |  |                    | Room 209               |
| Mrs. Jacobson<br>Grade 2          |  |                    | Room 109               |
| Mrs. Saleck-Weber<br>Grade 1      |  |                    | Room 108               |
| Mrs. Bateson<br>Kindergarten      |  |                    | Room 102               |
| Mrs. Lehman<br>Pre-School         |  |                    | Room 101               |
| Mrs. Wollmering<br>Pre-School/Art |  |                    | Room 103               |

|                                       |  |  |            |
|---------------------------------------|--|--|------------|
| Mrs. Carlson<br>Physical Education    |  |  | Gym        |
| Mrs. McCullough<br>Reading Specialist |  |  | Room 207   |
| Mrs. Zobel<br>Technology              |  |  | Room 204   |
| Mrs. Sullivan<br>Library              |  |  | Room 203   |
| Sra. Romay<br>Spanish                 |  |  | Room 110   |
| Miss Lamatsch<br>Music                |  |  | Music Room |

|  |   |
|--|---|
| <b>Conference Times: Indicate preference</b> |   |
| <b>Thursday 2/16</b>                         | 3:00 – 5:00 _____<br>6:00 – 8:00 _____  |
| <b>Friday 2/17</b>                           | 10:00 – 1:00 _____<br>2:00 – 6:00 _____ |

Parent Signature: \_\_\_\_\_

**Maternity of Mary-Saint Andrew Catholic School is dedicated to providing a Catholic education that develops the unique gifts of each student, in an environment that promotes academic excellence, spiritual growth, and social responsibility.**



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February 2, 2012

Dear MMSA Middle School Parents,

Progress Reports for your child are available within Cornerstone. If you are having trouble accessing your child(ren)'s grade information in Cornerstone or would like a hard copy please call the school office. Please take time to review each Cornerstone grade with your child. As you know, these grades are **not** a part of your child(ren)'s permanent record, but simply an indicator of how they are doing in each of their subject areas at this point in time. These grades reflect their strengths as well as those areas your child(ren) may need to improve on before the end of the trimester on March 2, 2012. As always, please feel free to call the MMSA faculty members if you have any questions.

Please make sure you have reviewed each of the following Mid-Trimester Reports on Cornerstone with your child before signing below. You will find a report for each of the following areas:

- LA/Lib./Comm – Mrs. Sullivan     Religion/Science – Miss Melloy     Social Studies – Mrs. Koch
- Math/Technology – Mrs. Zobel     Physical Education - Mrs. Carlson     Music – Miss Lamatsch
- Visual Arts - Mrs. Wollmering     Spanish, French, or Learning Lab

***I have discussed all of the above grades with my child.***

***(Your child should return this form to the office by Tuesday, February 7<sup>th</sup>.)***

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

***The following teachers are requesting a conference with you – please mark your preference of conference times on the back of this page.***

- LA/Lib./Comm – Mrs. Sullivan     Religion/Science – Miss Melloy     Social Studies – Mrs. Koch
- Math/Technology – Mrs. Zobel     Physical Education - Mrs. Carlson     Music – Miss Lamatsch
- Visual Arts - Mrs. Wollmering     Spanish, French, or Learning Lab

***\*\*\* If you would like to request a conference with a teacher please complete the form on the back of this page. \*\*\****

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1. \_\_\_\_ I do NOT request a conference \_\_\_\_\_  
*Parent Signature*

2. \_\_\_\_ I DO request a conference with the following Middle School teacher (s):  
\_\_\_\_\_

3. If, on the front of this page, a teacher requested a conference with you or you are requesting a conference with a teacher as listed above, please use the box below to indicate your availability for conferences.

|   |                     |       |
|---|---------------------|-------|
| <b>6 – 8 Conference Times:</b> <i>Indicate preference</i> |                     |       |
| <b>Thursday 2/17</b>                                      | <b>3:00 – 5:00</b>  | _____ |
|   | <b>6:00 – 8:00</b>  | _____ |
| <b>Friday 2/18</b>  | <b>10:00 – 1:00</b> | _____ |
|   | <b>2:00 – 6:00</b>  | _____ |

\*For Office Use Only - SCHEDULED CONFERENCE TIMES: \_\_\_\_\_