

GRADE LEADERS: IMPORTANT DATES for 2009-2010

October 15th: Distribute class lists.

Week of October 19th: Sign up to volunteer to setup or work during School Halloween Party.

Week of November 2nd: Contact all Class Parents regarding coverage for the Parent Teacher Conferences.

Remind Class Parents to send out holiday gift collection letter.

November 10th: Parent Teacher Conferences

Week of December 21st: Remind Class Parents to distribute teacher's end of year gift.

January 11th: Remind Class Parents to send letters out to parents to see if information on class lists needs to be updated.

January 25th: Distribute revised class list if necessary.

Week of March 1st: Contact all Class Parents regarding coverage for the Parent Teacher Conferences.

March 12th: Send out early passes to Class Parents.

March 16th: Parent Teacher Conferences.

May 24th: Remind Class Parents to send out year-end gift collection letter by 1st week of June.

May/June: Remind Kindergarten class parents to get volunteers for Kindergarten registration and tours for incoming students. Specific dates will be determined.