

GRADE LEADERS
IMPORTANT DATES

By October 15th – distribute class lists.

Week of October 25th – Sign up to volunteer to help set up or work during Halloween party.

Week of November 1st – Contact all class parents regarding coverage for parent teacher conferences.

November 1st– Remind class parents about sending out holiday gift collection letter

By November 10th – Give out early passes.

January 10th – Remind class parents to send letter to parents to see if information on class lists need updating.

January 24th – Revise all class lists as necessary and distribute to each class.

March 2nd – Contact class parents regarding coverage for parent teacher conferences.

March 10th – give out early passes to class parents for parent teacher conferences.

Week of April 28th – Sign up to volunteer to help set up or work during Spring Dance.

Week of May 16th – Sign up to volunteer to help set up or work during International Night.

May 23rd – Remind class parents to send out yearend gift collection letter by 1st week of June.

May – Remind Kindergarten class parents to get volunteers for Kindergarten registration and tours for incoming students. (specific dates of tours to be determined)