

**WEST CATHOLIC HIGH SCHOOL**  
**1801 Bristol N.W.**  
**Grand Rapids, Michigan 49504**  
**Phone: 233-5900**  
**Fax: 453-4320**  
[www.grwestcatholic.org](http://www.grwestcatholic.org)

Dear Parent/Guardian:

Parent/Teacher conferences at West Catholic are an important part of the process of your son's/daughter's education. These conferences are an excellent opportunity to discuss the progress of your student in each class. Please review the process below with your son/daughter for scheduling a conference.

Parent/Teacher conferences will be held on the two evenings listed below:

*Wednesday, October 19, 2011*                      *6:00 p.m. – 8:30 p.m. Competition Gym*  
*Thursday, October 20, 2011*                      *6:00 p.m. – 8:30 p.m. Competition Gym*

For parents/guardians who have more than one student attending West Catholic, teachers will begin scheduling your student's appointments on Thursday, October 13, 2011. All other students will be able to make conference appointments starting Friday, October 14, 2011. Additional appointment forms are available in the Main Office or online.

In order to assure yourself an appointment with the teachers you wish to see, please have your student bring the Parent/Teacher Conference Appointment Form to each teacher with whom you would like a conference. Please bring the completed form with you on the evening of the conference.

Please print your student's Quarter 1 Progress Report from the Infinite Campus website and bring it with you to your conference. If you do not have access to the Infinite Campus website and need a progress report printed, please call Lauri Ford in the Guidance Office at 233-5909 prior to your appointment or e-mail her at [lauriford@grcss.org](mailto:lauriford@grcss.org) to obtain a copy.

Best Wishes,

Cynthia Kneibel  
Interim Principal