

To: Trinity Parents
From: Andrew J. Zwerneman, Headmaster
Re: Evaluations and Transcripts

Evaluations

At the end of each semester, Trinity School at Meadow View produces a two-page written evaluation for each course a student is in. Substantive categories include *Sense of Wonder*, *Depth of Inquiry*, *Basic Understanding of the Subject Matter*, *Class Discussion*, *Writing*, *Tests*, and *Homework*.

The written evaluation is the chief means the school uses to convey how well a student has performed.

Parents are invited to the school in order to discuss the evaluations with the student's teachers. **Please fill out the form on the reverse side of this document and return it to the school by Wednesday, December 14.**

In preparation for the conference, we ask that a student's parents arrive thirty (30) minutes prior to the appointment in order to read through the evaluations first. The evaluations, in turn, are the basis for the conference. We encourage parents to ask questions and seek clarity about what the teachers have written.

For the eleventh and twelfth grades only, the students participate in the conferences; for all other grades, only the parents and teachers participate.

Grades

For each student, the school also produces a grade report or transcript at the end of each semester.

Transcripts for all students are mailed out at the end of each semester, separate from the evaluations and evaluation conferences.

TRINITY SCHOOL AT MEADOW VIEW Evaluation Conference Appointment Form

Evaluation Conference Dates: Wednesday to Friday, January 11, 12, and 13, 2012

IMPORTANT: Please return this form to the Front Desk by Wednesday, December 14.

Parent(s)/Guardian(s): _____

Student/Grade

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

- Evaluation conferences last 30 minutes each. Parents are asked to please arrive 30 minutes prior to the conference so they can read through the evaluations before meeting with the teachers.
- The first evaluation conference begins at 8:00; the last conference ends at 6:30 on Wednesday and Thursday, and at 2:30 on Friday.
- **Seniors and Juniors are required to attend the evaluation conferences.** (Seventh- through tenth-graders do not attend.) Student attire for the conferences: girls should wear a dress or skirt with dress blouse and dress shoes; boys should wear dress slacks and shirt, tie, and dress shoes.

CHOOSING APPOINTMENT TIMES

In the grid below, **please check 5 date/time slots when you could meet with the teachers.**

You will receive a confirmation of finalized appointment times by December 21.

| | Wed., Jan. 11 | Thurs., Jan. 12 | Fri., Jan. 13 |
|-------|---------------|-----------------|---------------|
| 8:00 | | | |
| 8:30 | | | |
| 9:00 | | | |
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| 5:00 | | | |
| 5:30 | | | |
| 6:00 | | | |

PLEASE RETURN THIS FORM TO THE FRONT DESK BY WEDNESDAY, DEC. 14.

(You may respond by e-mailing your choices to mvinfo@trinityschools.org.)