



LOURDES SCHOOL QUEZON CITY  
Grade School Department  
**CONFERENCE REQUEST**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

PAXT ET BONUM!

May I see you for a conference  
on \_\_\_\_\_ at \_\_\_\_\_  
on **Date** at **Time**  
in the \_\_\_\_\_, \_\_\_\_\_  
**Room/Office** **Floor**

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Adviser/Teacher

Noted by:

\_\_\_\_\_  
Assistant Principal

**(This serves as your gate pass.)**



LOURDES SCHOOL QUEZON CITY  
Grade School Department  
**REPLY SLIP**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

( ) I will see on \_\_\_\_\_  
**(Date)**  
at \_\_\_\_\_ in the \_\_\_\_\_  
**(Time)** **(Floor / Office)**

( ) I will see you instead on \_\_\_\_\_  
**(Date)**  
at \_\_\_\_\_ in the \_\_\_\_\_  
**(Time)** **(Floor / Office)**

Thank you very much.

\_\_\_\_\_  
Parent / Guardian

**(Please return this slip to the Teacher-Sender before appointment.)**



LOURDES SCHOOL QUEZON CITY  
Grade School Department  
**CONFERENCE REQUEST**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

PAXT ET BONUM!

May I see you for a conference  
on \_\_\_\_\_ at \_\_\_\_\_  
on **Date** at **Time**  
in the \_\_\_\_\_, \_\_\_\_\_  
**Room/Office** **Floor**

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Adviser/Teacher

Noted by:

\_\_\_\_\_  
Assistant Principal

**(This serves as your gate pass.)**



LOURDES SCHOOL QUEZON CITY  
Grade School Department  
**REPLY SLIP**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

( ) I will see on \_\_\_\_\_  
**(Date)**  
at \_\_\_\_\_ in the \_\_\_\_\_  
**(Time)** **(Floor / Office)**

( ) I will see you instead on \_\_\_\_\_  
**(Date)**  
at \_\_\_\_\_ in the \_\_\_\_\_  
**(Time)** **(Floor / Office)**

Thank you very much.

\_\_\_\_\_  
Parent / Guardian

**(Please return this slip to the Teacher-Sender before appointment.)**