

Attachment A

**PARENT-TEACHER CONFERENCES
ANNUAL REPORT**
(Submit by July 31 annually)

TO: Department of Human Resources Development
Employee Relations Division/Labor Relations Office

FAX: 587-0930

FOR THE PERIOD: 7/1/ to 6/30/

DEPARTMENT: _____

Contact Person: _____

Phone No.: _____

NUMBER OF CONFERENCES GRANTED: _____
(Total for both K-12 & Preschool)

NUMBER OF EMPLOYEES GRANTED LEAVE: _____
(Four conferences for same employee counts as one (1) employee)