

November 6, 2017

Dear Parent and/or Guardian:

Parent/Teacher/Student Conferences are scheduled on Thursday, November 16, from 4-8 p.m.

Here is the procedure to schedule a ten-minute conference with any of your student's teachers:

1. Enclosed with this letter is a Schedule Card. As soon as possible after your receipt of this card, your student should present the card to each teacher with whom you would like to schedule a conference.
2. Teachers will schedule as closely to the time(s) which you have requested as is possible, will note that time on the card, and will return the Schedule Card to the student.
3. When the student's Schedule Card is completed, it will be your student's responsibility to return the card to you.

Please note:

The earlier your student's teachers have the opportunity to schedule your conferences, the better chance you will have of scheduling the conferences at the time which you have requested.

If a teacher is unable to schedule a conference for you, there is an excellent chance that you will be able to visit with your teacher because of cancellations by other parents/guardians. Please come by and check to see if the teacher is available.

During conferences that evening, the counseling department will be available to assist students in the counseling office with filling out college applications online. Please have students bring a debit/credit card if wanting to finalize applications online that evening due to some colleges requiring an application fee.

Parent/Teacher/Student Conferences play an important role in your student getting the most out of his or her high school experience. **Parents, please encourage your student to attend their conference with you.**

Sincerely,

Robert James
Principal