



201 Stanwix Street  
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January 17, 2025

Dear Parents/Guardians,

As we approach the middle of the second trimester, it is time to assess student academic progress, as well as begin to discuss post high school plans for our 11<sup>th</sup> grade students.

Parent/Guardian conferences will be held on Monday, February 17, 2025 (President's Day), from 11:00 a.m. until 3:00 p.m. and from 4:00 p.m. until 6:30 p.m. at the school building. We strongly encourage all parents/guardians to attend.

Advisors will provide information on your student's current progress this trimester, progress towards graduation, and Keystone testing, as well as the spring field trip. In addition, the Post High School Planning Team will be available throughout the day on the first floor to address general questions about internships, the Pittsburgh Promise, the SAT and ACT exams, and our dual enrollment program. Please email our internship managers, Mrs. Drummond and Dr. Green ([internship@cityhigh.org](mailto:internship@cityhigh.org)), and transition manager, Mrs. Hoskey ([transition@cityhigh.org](mailto:transition@cityhigh.org)), to schedule an appointment.

To schedule a conference time, please [complete the online Google form](#) that will be sent to your email. We strongly encourage all parents/guardians to attend. Students are also encouraged to attend the conference and will receive ten workforce points for attending.

Once you fill out the Google form to request a conference, your student's Advisor will call or email you to schedule your conference. If you are not available to meet on February 17<sup>th</sup>, please contact your student's Advisor, who will attempt to arrange a meeting with you at another time.

Language interpretation will be available via a phone service, as needed, in any language throughout the day. In-person Spanish interpretation will be available upon request and in-person Arabic interpretation will be available from 5:00 p.m. to 6:30 p.m..

We look forward to meeting with you and your student.

Sincerely,

Mr. Steven Heller  
2026 Asst. Principal

Ms. Tiana DeLaRosa  
Principal on Special Assignment

Dr. Dara Ware Allen  
Principal and CEO