

September 23, 2020



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Dear City High Families,

We hope that the fall is off to a good start for you. Already, it's time for parent-teacher conferences!

Monday, October 12, 2020, is our Parent/Teacher Conference Day for parents and guardians, which will be held virtually this year. Families will be able to choose a video or phone conference. We are looking forward to talking with you about the progress and gains we have seen in your student(s), as well as talking about how virtual learning is going.

In preparation for this conference, teachers will be creating a plan for discussion about each student's growth. For upperclassmen, a focus of this discussion will be based on his or her academic and career goals for the upcoming year and progress towards graduation.

Conferences will be held on **Monday, October 12th, from 11:00 AM to 3:00 PM and from 4:00 – 6:30 PM**. Each conference will last approximately 30 minutes and will take place virtually using Google Meet (video) or by phone based on your preference. Your child's Advisor will provide you with a link to join the Meet video conference, so it is important that you provide us with your current email address. If your conference is by phone, your child's Advisor will call you at the time of your scheduled conference.

Students do not have school on October 12th so they are strongly encouraged to attend the virtual conference because we are discussing their progress and future.

Attached you will find the Virtual Parent/Teacher Conference Sign-Up Form. **Please complete the form indicating your 3 preferences for conference times, and return it to your student's Advisor by October 5th.** The Advisor will call or email to confirm the time for your conference. If you are not available to meet on October 12th, please let the Advisor know how to contact you to arrange a meeting at another time.

We look forward to meeting with you and your student.

Sincerely,

A handwritten signature in blue ink that reads 'Dara'.

Dr. Dara Ware Allen
Principal and CEO

High School at *Life-speed*

VIRTUAL PARENT/TEACHER CONFERENCE SIGN-UP FORM

Monday, October 12, 2020

PARENT CONFERENCE SIGN-UP FORM
PLEASE RETURN THIS FORM BY MONDAY, OCTOBER 5, 2020.

Student Name _____ Grade _____

Parent/Guardian Name _____

Best contact number _____ Email _____

Advisor Name _____

From the list below, please indicate your **1st, 2nd, 3rd choice** of time.

Afternoon

___ 11:00AM

___ 11:30AM

___ 12:00PM

___ 12:30PM

___ 1:00PM

___ 1:30PM

___ 2:00PM

___ 2:30PM

Evening

___ 4:00PM

___ 4:30PM

___ 5:00PM

___ 5:30PM

___ 6:00PM

___ 6:30PM

___ Cannot attend. Please contact me at the number indicated above.