



Peters Township School District

November 1, 2016

Dear Parent/Guardian:

Parent/Teacher Conferences will be held at Peters Township High School on Thursday, November 10th from 12:00 p.m. to 7:30 p.m. All parents are invited to visit the school and talk with their child's teachers, stop in the library to learn about Family Connection/Naviance from a counselor, or attend a Financial Aid 101 Workshop.

Important details concerning parent conference day are listed below.

1. Conferences will break at 4:20 p.m. and resume at 5:30 p.m. to allow a dinner break for teachers.
2. Conferences will conclude by 7:20 p.m. Please plan accordingly. Teachers will have a form for additional conference sign-ups to be held at a later date and time.
3. Conferences are limited to approximately 10-minutes. If you and the teacher cannot cover everything in a 10-minute time period, you may set up another conference date/time for a more in-depth discussion of any issues, concerns, or questions.
4. Parents or guardians wishing to have a conference should refer to the conference room listing for the location of the teacher(s), which is posted with this letter. This list will also be posed in several locations at the high school on conference day.
5. Conferences will be on a first come first serve basis. Please anticipate that there may be waiting lines and plan accordingly.
6. Should a teacher be absent on this day, a sign-in sheet will be attached to the door for you to list your name and telephone number. The teacher will call and set up an appointment with you on an alternate day and time.

There are two opportunities to attend the "Financial Aid 101 Workshop." The first session will from 3:00 p.m. – 4:30 p.m. and the second at 5:30 p.m. – 7:00 p.m., both in the auditorium. Please see the high school website for more information.

Counselors will be available in the library computer lab to assist parents with understanding the features and uses of Family Connection/Naviance. Feel free to stop by between 12:30 p.m. – 6:30 p.m.

We look forward to seeing you on conference day!

Sincerely,

Lori Pavlik
Principal