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www.cityhigh.org

September 23, 2021

Dear Parents/Guardians,

Welcome back to another exciting year at City High!

Monday, October 11, 2021, is our Parent/Teacher Conference day for parents and guardians, which will be held in person, virtually, or by phone this year. We encourage all parents/guardians to attend. As students do not have school on this day, they are encouraged to attend as well. During the conference, we will discuss your student's academic progress.

It is essential that students and parents/guardians participate in this conference.

Conferences will be held on **Monday, October 11th, from 11:00 AM – 2:30 PM and from 4:00 PM – 6:30 PM**. Each conference will last approximately 30 minutes and will take place in person, virtually using Google Meet, or by phone. If you plan to meet virtually your student's Academic Advisor will provide you with a link to join the Google Meet video conference, it is important that you provide us with your current email address. If your conference is in person or by phone, your student's Academic Advisor will call you at the time of your scheduled conference.

Attached you will find the Parent/Teacher Conference Sign-Up Form. **Please complete the form and return it to your student's Academic Advisor in one of the following ways: Take a picture or scan and email the form to the Advisor, OR email the Advisor, or return this form with your student.** The Advisor will call or email to confirm the time for your conference. If you are not available to meet on October 11th, please contact the Academic Advisor to arrange a meeting at another time.

We look forward to meeting with you and your student.

Sincerely,

Dr. Dara Ware Allen
Principal and CEO

PARENT/TEACHER CONFERENCE SIGN-UP FORM

Monday, October 11, 2021

PARENT CONFERENCE SIGN-UP FORM
**PLEASE RETURN THIS FORM TO YOUR STUDENT'S ADVISOR BY
TUESDAY, OCTOBER 5, 2021.**

Student Name: _____

Parent/Guardian Name: _____

Best Contact

Number: _____ Email: _____

Advisor's

Name: _____

I prefer:

_____ In-Person Conference

_____ Google Meet Video Conference - a link will be sent prior

_____ Phone Conference

Please indicate the three best times for an in person, virtual, or phone conference.

____ 11:00AM ____ 1:00PM ____ 4:00PM ____ 6:00PM

____ 11:30AM ____ 1:30PM ____ 4:30PM ____ 6:30PM

____ 12:00PM ____ 2:00PM ____ 5:00PM

____ 12:30PM ____ 2:30PM ____ 5:30PM

Please list or email any other topics you would like to discuss in the conference:

_____ Please check here if you need to request an alternate day for an appointment.

Your student's Advisor will be in touch by phone or email to schedule a conference. If you are able to email the information sooner, please do so. We greatly appreciate your help!