

September 23, 2021



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Dear Families,

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. **Families will be able to choose an in-person, virtual, 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 the trimester is going.

In preparation for this conference, teachers will be creating a plan for discussion of the following:

- Pittsburgh Promise Eligibility (Transition Managers are available to join)
- WATS status
- Current Grades and Attendance

Conferences will be held on **Monday, October 11th, from 11:00 AM – 2:30 PM and from 4:00 – 6:30 PM.** Each conference will last approximately 30 minutes.

**Students do not have school on October 11th, but they are strongly encouraged to attend because we are discussing their progress and future.**

Attached you will find the 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 11th, 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, appearing to read 'Dara', is placed above the printed name of the Principal and CEO.

Dr. Dara Ware Allen  
Principal and CEO

High School at **Life-speed**

# PARENT/TEACHER CONFERENCE SIGN-UP FORM

## Monday, October 11, 2021

PARENT CONFERENCE SIGN-UP FORM  
**PLEASE RETURN THIS FORM BY TUESDAY, OCTOBER 5, 2021.**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

**Conference Preference:**

\_\_\_\_\_ In-Person Conference

\_\_\_\_\_ Google Meet Video Conference - a link will be sent prior

\_\_\_\_\_ Phone Conference

Please indicate the **three** best times for your 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:

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\_\_\_\_\_ 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!**

High School at *Life-speed*