

March 1, 2010

Dear Parent:

Community High School's Parent Conferences will be held on **Thursday, March 25, 2010**, between 5:00 P.M. and 8:30 P.M. During those times our teachers, counselors, nurses, and social workers will be available to meet with you personally to discuss your child's progress or other matters of concern to you. The appointments will be ten minutes long with a two-minute passing period between the appointments.

Because the scheduling process is a complex one, we are asking parents to follow the procedures listed on the reverse side of this letter when making appointment(s) to see a teacher(s) or counselor. You may schedule appointments by calling the school between the following dates:

TUESDAY, MARCH 23rd, WEDNESDAY, MARCH 24th and before noon on THURSDAY, MARCH 25th

Parents are encouraged to call to make appointments as soon as possible. Early callers will have the first choice of times. **Please follow the procedures on the reverse side of this letter to schedule appointments.**

Parents will be given the room location(s) of the teacher(s) they are visiting when they arrive on March 25th. Parent visitation schedules will be distributed in the cafeteria. Parents are encouraged to enter the building at the south parking lot entrance (Entrance H).

Sincerely,

Moses Cheng

Moses Cheng,
Principal

MC:lk

PROCEDURE FOR SCHEDULING APPOINTMENTS FOR PARENT CONFERENCES

STEP 1: Call the school for appointments between the hours of 8:00 a.m. and 3:00 p.m. on Tuesday, March 23rd and Wednesday, March 24th; and between the hours of 8:00 a.m. and noon on Thursday, March 25th.

(DO NOT CALL INDIVIDUAL TEACHERS FOR AN APPOINTMENT.)

Please contact one of the following staff members, depending on your **student's last name**, to schedule your appointments.

<u>Lynn Knutson</u> 630/876-6300	<u>Jolanta Mikutis</u> 630/876-6527	<u>Sally Bovee</u> 630/876-6310	<u>Maro Godinho</u> 630/876-6325	<u>Maria Escobedo</u> 630/876-6389
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Last Name A-F	Last Name G-O	Last Name P-Z	Spanish speaking	Spanish speaking (ESL students only)
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STEP 2: Mrs. Knutson, Mrs. Mikutis, Mrs. Bovee, Mr. Godinho, and Mrs. Escobedo will schedule parent appointments. See the breakdown list above for the appropriate person to contact for scheduling your appointments. If you are unsuccessful at reaching the staff members taking appointments, messages can be left on voice mail.

STEP 3: When you reach Mrs. Knutson, Mrs. Mikutis, Mrs. Bovee, Mr. Godinho, or Mrs. Escobedo, please provide him/her with the following information:

<p>This is a must when calling.</p> <ul style="list-style-type: none">• Parent name and student name (last name first).• The teacher (s) names that you want to visit.• The time that you are available for an appointment. Parents should have two or three alternative times in mind when making their call.
