

October 19, 2009

Dear Middle School South Parents,

I am emailing to invite you to participate in this year's Parent Teacher Conferences. Conferences are scheduled for Thursday, November 5 from 4:00 to 7:00 p.m. and Tuesday, November 10 from 2:00 to 7:00 p.m. Parent Teacher Conferences are unique because they provide a specific period of time when conversations about student progress take place. However, if you are unable to participate in this scheduled conference time, we encourage you to make appointments with teachers directly at their voice mail extensions or contacting the main office at 847-540-7070.

The PT Conference Maker is easy-to-use and requires little to no experience using the Internet. Online registration will begin at 7:00 A.M. on October 26 and will end at 5:00 P.M. on November 2.

Registration can take place on any Internet accessible computer. Please refer to the Registration Worksheet, attached, which contains all the information you will need to register your conferences online. Step by step instructions are available on the South website. Also included on the website is a directory of teacher voice mail numbers and email addresses and room numbers.

We hope that you have found our new web portal, Home Access Center, to be a good source of 'just in time' information to support and guide your child through the educational process. Parent teacher conferences provide yet another avenue to communicate with your child's teacher.

We are looking forward to meeting with you on November 5, 4:00 – 7:00 p.m. and November 10, 2:00-7:00 p.m.

Sincerely,

*David R. Gardner*

David R. Gardner  
Principal

*John Walsh*

John Walsh  
Assistant Principal

**Please print this email and the attached Registration Worksheet, so you have it available to when registering for your conference.**