

October, 2009

Dear Parents,

This letter is to remind you that Parent/Teacher Conference dates are as follows:

<b>Monday, November 23, 2009</b>	<b>5:30-8:30 p.m. (Students attend school as usual)</b>
<b>Tuesday, November 24, 2009</b>	<b>1:00-7:30 p.m. (No student attendance at school)</b>
<b>Wednesday, November 25, 2009</b>	<b>8:00 a.m.-noon (No student attendance at school)</b>

Teachers will be located in their classrooms during all conference times. We ask that parents follow the guidelines listed below as to when to come for conferences.

**Parents of students with last names beginning with:**

**A-L should come on Monday, November 23, 2009, 5:30-8:30 p.m.**

**M-Z should come on Tuesday, November 24, 2009, 1:00-7:30 p.m.**

**Make-ups should come on Wednesday, November 25, 2009, 8:00-Noon**

**Please use the following procedure for Parent/Teacher Conferences:**

Parents, as you arrive, please go to each classroom you would like to visit and select the available conference time (first come, first serve) by signing the sign up sheet outside the classroom. Each conference period is 10 minutes. We ask that you adhere as closely as possible to the time allotted thus allowing for more conferences.

The faculty and staff of EHS extend our warmest welcome to all parents of the high school community. We hope you are able to take advantage of the parent teacher conference format. Should you not be able to attend, you are always welcome to give a teacher a call to set up a time for a phone conference or a conference at school.

Sincerely,

Norm Bohnenstiehl  
Principal

NB/dc