

March 8, 2010

Dear Parent / Guardian:

Parent-teacher conferences for the second semester are scheduled for March 23rd and March 25th at Edison High School. Conferences with individual teachers will be scheduled in fifteen minute blocks and on a first-come, first-serve basis. On Tuesday, conferences will be held from 2:00 – 7:15 p.m. and on Thursday conferences will be held from 1:00 – 7:15 p.m. All conferences will be scheduled through the high school office by calling 499-4652 or 588-2684 (ext. 1000 or ext. 1001). If you are unable to call during school hours, you may leave voice mail on either of the above extensions to request a conference with your child's teacher. It is helpful if you know the name of the teachers you would like to schedule conferences with when you call for your appointments. If you cannot make a conference on one of the scheduled days and would like to contact one or several of your child's teachers, you may contact the high school office or use the e-mail option through our website at www.berlin-milan.org

On both conference days, March 23rd and March 25th, the students will be dismissed at 11:00 a.m. Lunch will not be served on either conference day. The parent-teacher conference schedule will not apply to students at the EHOVE Career Center.

If your child owes any school fees a bill is enclosed. Ideally, all school fees should have been paid. However, we would be happy to set up a payment schedule to assist your child to pay his/her fees. Thank you for your assistance in this matter. As always, feel free to contact the high school office if you have any questions.

Sincerely,

Jeff Goodwin
Principal