

MARCH 2, 2015

**COMING SOON: THE SPRING PARENT-TEACHER CONFERENCES FOR THE SIXTH AND SEVENTH GRADES**

We will be holding our second round of parent-teacher conferences on Wednesday, March 25, and Thursday, March 26, 2015, from 3-7 p.m. on both days. Students will have an early dismissal on these days (11:00 a.m.). **The sign-up window for these conferences is 9:00 a.m. on Monday, March 9, to 12:00 noon on Friday, March 20, 2015.**

You will need to sign up much the same way as you did for fall parent-teacher conferences, using the *PT Conference Maker* system. If you do not have easy access to a computer, please feel free to use one of our school computers in the ITC. Also, a *Conference Help Line* (847-964-5035) will be available to answer your questions during regular weekday hours (9-5) throughout the sign-up window.

You will need to use your PowerSchool credentials to access this online registration system.

The Web address for registration is: <http://www.avoca37.org/mariemurphy>

We hope that you will take full advantage of this opportunity to meet with your child's teachers to discuss how she/he is currently performing in school. Most teachers are available for five-minute individual conferences, with the exception of Mrs. Bodzewski and Mrs. Piechowiak, who offer 10-minute conferences.

Admittedly, the limited time frame of five or 10 minutes per teacher does not allow for in-depth conferencing. If there is a need to discuss an issue in more depth, please make a follow-up appointment with the teacher. Please remember that in a regular school day, all teachers are available to you during their planning periods (either by phone, in person, or via e-mail).

If you wish to conference with Lisa Kubit, the Marie Murphy Intervention Specialist, please contact her directly (via e-mail at [kubitl@avoca37.org](mailto:kubitl@avoca37.org)).

We trust that this conferencing format will work well for you. Please call (at 847-251-3617) or e-mail me (at [palcerm@avoca37.org](mailto:palcerm@avoca37.org)) if I can help you in any way.

Sincerely,

Matthew J. Palcer  
Principal

MJP:jmb