



POTTSTOWN SCHOOL DISTRICT

POTTSTOWN HIGH SCHOOL • 750 N. Washington Street • Pottstown PA 19464 • (610)970-6700 • FAX (610)970-1363

www.pottstownschoools.org

Our Mission: *Prepare each student, by name, for success at every level.*

PARENT-TEACHER CONFERENCES

Dear Parents/Guardians:

This year Pottstown High School will be holding parent-teacher conferences on Thursday, September 23, 2021. Individual conferences will be scheduled for 15 minute sessions in the afternoon from 12:35 p.m. until 2:50 p.m. and in the evening from 5:00 p.m. until 8:00 p.m.

Please complete the enclosed *Parent-Teacher Conference Request Form* and have your child take the form to his/her teachers to schedule times. Your child will bring the completed *Parent-Teacher Conference Request Form* home with the scheduled appointment times.

The purpose of this conference is to review your student's grades, questions and concerns. Thank you for taking the opportunity to visit your child's teachers on Thursday, September 23, 2021.

Sincerely,

Danielle McCoy
High School Principal

Enclosure

PHS\PL\4328L

POTTSTOWN HIGH SCHOOL PARENT-TEACHER CONFERENCE REQUEST FORM

Student Name	Grade	Homeroom
Parent's Name	Phone-Work	Phone-Home

Please indicate times you are available so we can schedule you for a 15 minute teacher conference on **Thursday, September 23, 2021**

Afternoon 12:35 PM – 2:50 PM

 Evening 5:00 PM – 8:00 PM

Requested Conferences:

(PARENTS COMPLETE AT HOME)

<u>COURSE</u>	<u>TEACHER</u>

*TO BE COMPLETED BY TEACHERS		
<u>Time</u>	<u>Classroom</u>	<u>Teacher</u>
Afternoon		
12:35-12:50		
12:55- 1:10		
1:15-1:30		
1:35-1:50		
1:55-2:10		
2:15-2:30		
2:35-2:50		
Evening		
5:00-5:15		
5:20-5:35		
5:40-5:55		
6:00-6:15		
6:20-6:35		
6:40-6:55		
7:00-7:15		
7:20-7:35		
7:40-7:55		

PARENTS/GUARDIANS:
Please have your child schedule conference times with the teacher.
Your child will bring this form home.