



James Cain, Superintendent

Charles Mossett, Principal
Assistant Principals: Ethan Barden,
Lisa Duman and Jason Kasparian

ONLINE SCHEDULING DOES NOT WORK WITH PHONE OR TABLET APP - WEB BROWSER ONLY

October 2019

Dear Parents,

We want to take this opportunity to invite you to participate in our Parent-Teacher Conferences, see schedule below:

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| ◆ Wednesday, October 16, 2019 – Dismissal 11:00 | Conferences - 5:00 - 8:00 P.M. |
| ◆ Thursday, October 17, 2019 – Dismissal 11:00 | Conferences - 11:45 - 2:45 P.M.
and 5:00 – 8:00 P.M. |
| ◆ Friday, October 18, 2019 – Dismissal 11:00 | No Conferences |

Teachers will be using their classrooms during both afternoon and evening sessions. We are making every effort to make certain this is a positive and productive experience for you and your child.

This year at Northern High School we will be asking parents to use Skyward to schedule conference appointments with teachers. We understand that some people may like to continue to use the paper and pencil system we have used in the past, so we are prepared to use both. Here are directions for each method.

Skyward On-line - Scheduling on-line takes place through Skyward Family Access using web browser only. Click open Family Access and choose your high school student and locate the **Teacher Conferences** button.

You must use your login, not your students. Once you click **All Conferences**, a list of your student’s classes will appear. Click the link **Select a Time** to choose a time slot in which you wish to meet with the teacher.

Choose the time you want and click **Select**. Once you **Save** your conference time, a confirmation email will be sent to you at the email address you have provided to the school district. If you have correctly scheduled a meeting time, the conference status for this class shows **As Scheduled**. A short video demonstrating this process is available <http://tinyurl.com/PHN-Conferences> – look for the link. **Parents will be able to log on to Skyward on October 9th to schedule conference appointments.**

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We will **advocate** for our students and families in partnership with our community to assure their success inside and outside of school; continuously **innovate** our practices and programs to improve student achievement; and **educate** in ways that are relevant, relationship driven, and rigorous.

Paper and Pencil - Have your son or daughter fill in his/her schedule, using the appropriate day you wish to visit, on the appointment sheet provided in this envelope. These forms are also available at phn.phasd.us – look for the link. Also, please indicate the teachers with whom you wish to confer by simply writing *yes* or *no* in the first column. Have your student return the form to his/her teachers so each teacher may indicate the specific time reserved for you on that day. **Teachers will begin scheduling their conference times on Wednesday, October 9, 2019.**

We will attempt to keep your appointments as consecutive as possible. Please limit your conference to the time period allowed (10 minutes). If you need additional time, feel free to arrange another appointment at a later date.

As you know conferences are an important part of the school experience for both students and parents. Your involvement has a positive impact on your child's success. I look forward to seeing you there.

Thank you.



Charles G. Mossett
Principal

Enclosure: Appointment Sheet