

Dear Parents:

The faculty and PTA of Scarsdale High School join me in cordially inviting you to attend our annual Parent-Teacher Conference Night. It will take place from 7:00 to 9:00 p.m. on the evening of Wednesday, October 10 (if your last name begins with the letters L-Z) or Thursday, October 18 (for A-K). We strongly encourage that you follow these alphabetical groupings so that we can equalize the number of conferences each evening.

The PTA has initiated a system of on-line pre-registration to facilitate a more "parent-friendly" appointment process. You should consult the website www.shspta.org in order to complete pre-registration with your child's teachers. Specific instructions for registration as well as a set of Frequently Asked Questions should aid your use of this innovative feature. We are indebted to the PTA for developing this fine improvement to Parent-Teacher Conferences.

As in the past, there will be brief individual conferences between parents and teachers limited to two minutes. Despite the brevity of these meetings, parents and teachers generally prefer them to less personal formats. PTA volunteers maintain lists of parent appointments for each teacher and remind the conferees when two minutes have elapsed. I ask your cooperation in observing the time limit. If you find that you need more than the allotted time, please arrange another conference with the teacher or call the general office (721-2500) to request an appointment. I emphasize the need for patience and courtesy on these evenings. Our parent volunteers and teachers do their best to adhere to the schedule. Please show your understanding of the demands upon them that evening and refrain from criticizing their efforts.

Please use the Teacher Station Directory (found on the Scarsdale High School website- www.scarsdaleschools.org/hs/openhouse/) to locate each faculty member. Though guides will be available for assistance, I recommend that you consult your son or daughter to plan the most efficient route from room to room. A very few teachers will be available on only one of the two nights as indicated on the enclosed Teacher Station Directory. If your child has one of those teachers, feel free to come on the appropriate evening, even if it means attending when you are not assigned.

I offer a warm thank you to the PTA volunteers who do an extraordinary job of planning, organizing, and overseeing our Conferences. If you have volunteered to serve as timekeeper, please refer to "Instructions to Timekeepers - 2007," also located on the high school website noted above, for information regarding your responsibilities for the evening. If you have not already volunteered to be a timekeeper for the Parent/Teacher conference night, please take this opportunity to reconsider. This extraordinary evening is made possible ONLY through the help of the parents of Scarsdale High School students. As you may know, the PTA needs 200 parents (dads and moms!) to sit as timekeepers on the evening you are not meeting with your child's teacher. This evening will run smoothly only with your help. Please sign up as timekeepers online at the Scarsdale PTA website (www.shspta.org) or contact conference co-chair Melanie Spivak at 725-3770. Thank you so much.

When you arrive at the school, please take care to avoid parking in fire zones where you risk a ticket. Whenever possible, I urge you to come with other parents or plan on parking on neighboring streets and walking to campus. Please do not park on the school lawns where you may be ticketed.

Please use the Brewster Road entrance where there will be coffee, tea, and volunteers to help you get started. Beverages will also be available elsewhere in the building. Access to the high school for the disabled is located on the Post Road side of the building. The elevator located near room 102 serves all four floors. I look forward to seeing you at Parent-Teacher Conferences.

Yours truly,

John Klemme
Principal