



West Chester East High School

Home of the Vikings

Dr. Kevin Fagan, Principal

450 Ellis Lane, West Chester, Pennsylvania 19380 • 484-266-3800



October 30, 2019

Dear Parent/Guardian:

Again, this year West Chester East High School is pleased to offer morning and evening parent/teacher conferences.

Conference Days

November 26, 2019 – 5:30 pm – 8:30 pm

November 27, 2019 – 8:00 am – 11:30 am

We encourage your participation. You are always welcome at East High School, but the November conference days are specifically designed for you to meet with your child's teachers, counselors or administrators. We hope you will take advantage of this opportunity.

To schedule conferences, we will be using the online scheduling system, PTCFast.com. Beginning Wednesday, November 6th and ending on Wednesday, November 20th parents can go to the PTCFast.com's Web Link which will be located on East's homepage. **Please be advised that you will not be able to access this link until November 6th.** The website will provide you with a very easy way to schedule conferences at a time that is convenient for you. Instructions are attached. Please be sure to know the names of the teachers with whom you would like to conference. If necessary, you can access those names through the Power School Parent Portal. Please note any staff member missing from the list will not be available for conferences at East High School. If you are interested in having a conference with a teacher who is not on the list, please contact them directly to schedule a time that is mutually convenient for both of you. Conferences are scheduled in fifteen-minute increments.

We hope you find this system to be a quick and easy way of scheduling your conferences. If you have any questions, please call our office at 484-266-3812. Families that do not have access to the internet, you may call the office and our staff will schedule conferences with you.

Respectfully,

Kevin R. Fagan
Principal

KRF/ms

West Chester East High School Parent Conference Schedule

Please use this form to record the appointments you have scheduled to meet with your child's teachers. Make sure you bring this form with you to the conferences. If you will not be able to attend as planned, contact the school (484-266-3812) as soon as possible.

The teachers look forward to meeting with you to discuss your child's progress. Thank you.

Tuesday, November 26, 2019

Teacher

Room #

Time of Conference

Wednesday, November 27, 2019

Teacher

Room #

Time of Conference

**2019-2020 INSTRUCTIONS FOR
PARENT TEACHER CONFERENCE SIGNUPS
FOR PARENTS**

This year, East High School will use the online program PTCFast.com for parent/teacher conference sign ups. Sign ups begin on Wednesday, November 6th at 7:00 a.m. and end on Wednesday, November 20th at 3:00 p.m. when the site will be closed and removed from East's webpage. Parents requesting a conference after 3:00 p.m. on Nov. 20th must then contact the teacher directly via email.

This site does not require a password. The link for signing up for conferences will be posted on East's website on Wednesday, November 6th. It will not be available prior to this date.

Instructions for Conference Signups

1. Go to East's Website (www.wcasd.net/ehs) and click on the Parent/Teacher conference link.
2. Select the teachers with whom you would like to schedule conferences and click submit. If you have more than one student whose teachers with whom you would like to conference, you must register each student separately.
3. Another page will appear where you will complete pertinent information.
4. Click submit.
5. You will then receive an email from PTCFast.com.
6. Click on the link in this email to proceed with scheduling times with those teachers you have chosen.
7. When finished at the bottom of the page click confirm selection and exit.