Principal	**Telephone: 484-266-3300**
Dr. Jason P. Sherlock	**Fax: 484-266-3399**

October 29, 2019

Dear Parents:

Henderson High School will offer parent/teacher conferences this year on Tuesday, November 26th from 5:30-8:30 p.m. and on Wednesday, November 27th from 8:00-11:30 a.m. This initiative is designed to increase our home and school communications.

The purpose of the upcoming conference is to provide an opportunity for parents who have a concern to meet directly with their child's teachers, counselor or administrator. If you are unable to schedule a conference, please keep in mind parents are always welcome to arrange a conference any time during the year.

This year, Henderson will use the online program PTCFast.com for parent/teacher conference sign ups. **Beginning at 7:00 a.m. on November 6th through 3:00 p.m. November 20th** parents can go to the PTCFast link located on Henderson's website. This website will provide you with a very easy way to schedule conferences on your own time and at a time convenient for you. Complete instructions that will navigate you through the scheduling process 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. Conferences are scheduled in fifteen-minute increments, each conference with one teacher at a time.

PTCFast will offer you the opportunity to see and/or print your conference schedule. However, if you prefer, a form to record the teacher's name, room number, day and time you have scheduled your conferences is included. You can sign up for your child's teachers, *each teacher at a different time* by selecting the teacher, the day and time. Be sure to confirm your choices before logging out.

We hope you will find this system to be a quick and easy way of scheduling your conferences. If you have any questions, please call our office at 484-266-3315. Our office staff will be happy to assist you. Families with no internet access can visit the administration office to schedule teacher conferences within the same timeframe mentioned above.

Sincerely,

Dr. Jason P. Sherlock
Principal

/kv

<p style="text-align: center">**My Parent Conference Schedule**</p>

Use this form to record the appointments you have scheduled to meet with your son's or daughter's teachers. If you will not be able to attend as planned, contact the school as soon as possible at 484-266-3315.

<p style="text-align: center">**Bring this form with you to your conferences**.</p>

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, Henderson 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 Henderson'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 Henderson's website on Wednesday, November 6th. It will not be available prior to this date.

Instructions for Conference Signups

1. Go to Henderson's Website (wcasd.net/hhs) 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.