



West Chester Area School District

WEST CHESTER B. REED HENDERSON HIGH SCHOOL  
400 Montgomery Avenue  
West Chester, Pennsylvania 19380-4493

Dr. Jason P. Sherlock  
Principal

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October 15, 2024

Dear Parents and Guardians,

Henderson High School will offer parent/teacher conferences this year on Tuesday, November 26<sup>th</sup> from 5:00-8:00 p.m. and on Wednesday, November 27<sup>th</sup> from 8:00-11:00 a.m. We are offering in-person conferences this year. Please contact your student's teachers directly if you are interested in having a virtual conference instead.

The purpose of the upcoming conference period 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 that parents are always welcome to arrange a conference at any time during the year.

Henderson will again use the online program PTCFast.com for parent/teacher conference sign-ups. **Beginning at 7:00 a.m. on November 6<sup>th</sup> through 3:00 p.m. November 20<sup>th</sup>** parents can go to the PTCFast link located on Henderson's website. Instructions to help you navigate through the scheduling process are attached. Please be sure to know the names of the teachers with whom you would like to conference prior to beginning the scheduling process. You can access these 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. You can sign up for your child's teachers, *each teacher at a different time*, by selecting the teacher name, date, and time. Be sure to confirm your choices before logging out.

If you require an interpreter for your conferences please call us at 484-266-3312 so that we can assist with arrangements on your behalf.

We hope that you will find this system to be a quick and easy way to schedule your conferences. If you have any questions or do not have access to the internet, please call our office at 484-266-3312 for help with scheduling.

Sincerely,

Dr. Jason P. Sherlock