



EGAN

Sustained California Distinguished School

Los Altos School District
EGAN JUNIOR HIGH SCHOOL
100 West Portola Avenue
Los Altos, CA 94022
650/917-2200

Brenda Dyckman, Principal
Coni Cullimore, Teacher-in-Charge
Bruce McClain, Counselor

School Year 2007-2008

Dear Parents,

Reminder: Teacher - Parent Conferences will be held on MONDAY, November 19, between 8:00 - 10:30 and 12:00 - 2:30PM, in the multiuse room. Students do not come to school this week – Monday is Parent Conferences and Tuesday is a staff development day.

On Monday, November 19, teachers will be available for short conferences (5-8 minutes each) in the multiuse room. Parents will not need to make appointments for these conferences, but you may have to sit in line for classes such as math, science, history, and English. Each year we have made improvements to our process, but the fact remains that some parents do sit in a single line for up to 20 minutes. I mention this piece of information in order to set realistic expectations and prevent any unnecessary frustration. If you are rushed, I suggest you stand in the line of the teacher you wish to see first. To help minimize the waiting in lines, we are recommending that you attend parent conferences according to the first letter of your last name: **A-L, 8:00-10:30 and M-Z, 12:00-2:30**. If this conflicts with your own personal needs, please come at the time block that best suits you.

Hopefully, these short, informal contacts will give you a chance to meet with all or most of your student's teachers and gain a general sense of how your child is doing in each class. These conferences are not the time for major, in-depth discussions or serious problem-solving discussions, but appointments for such conferences can be made through the office; please call and leave a message for the teacher or arrange a conference with Mr. McClain, Egan's counselor. You may also arrange a conference with the teacher directly the day of the conference. If you cannot attend conferences on Monday, we do not hold make-up conferences.

We hope you will join us on Monday, November 19 as we continue to create and improve on a worthwhile tradition at Egan. The PTA will provide a hospitality table for your convenience.

Sincerely,

Brenda Dyckman