



*Seoul
International
School*

March 23, 2018

Dear SIS High School Parents,

Greetings from the faculty and staff at SIS.

We are writing in hopes that you can make time to visit SIS and attend our upcoming Parent Teacher Conferences (PTCs). So far, we are very pleased with how well the year is going and are looking forward to seeing you and discussing our programs and student success.

What: High School Semester 2 Parent Teacher Conferences (PTCs)

When: April 12th and 13th, 2018, by appointment 8:00 AM – 3:00 PM

Why: To engage in conversations about your child’s progress in our school programs.

You and your child can make an appointment to see any teacher or counselor simply by signing-up via the **Moodle** account. You should speak with your child about the following process:

Students should:

- Log-in to the SIS student Moodle and select “PTC Scheduler” on the left of the screen.
- Select individual teachers to set an appointment with for either April 12th or 13th
- Select the most convenient (or available) time for you to come to SIS for a meeting.

Our PTC Scheduler- via Moodle will be open from April 02 at 8:00 AM until April 09th at 4:00 PM.

Please take some time to speak with your child about the specific teachers you would like to see on conference days. Students are welcome and encouraged to attend PTCs. Typically tutors or academy teachers are not encouraged to come to PTCs. Detailed instructions are on Moodle.

Parents of grade 11 students should also attend an open session with Mr. Fred Schneider, our Dean of Students. During this meeting, parents will get an update on the college application process. The meetings will be on both days (but you only need to attend one meeting) held at the following times:

Thursday April 12th.....10:30 to 11:30 A.M. in the auditorium.
 Friday April 13th.....10:30 to 11:30 A.M. in the auditorium.

Please remember, parent conferences are only ten-minutes in length. This is due to the large number of students in the school and the importance of planning for as many parents as possible to visit. If needed, parents should feel free to use the “Drop-In” times from 10:00 to 11:25 AM and from 2:00 to 3:00 PM on both days to continue a conference.

We ask that parents be diligent about signing up, keeping track of their conferences and times, and allowing for accurate time keeping with respect to keeping everyone on schedule. We very much look forward to seeing you this April at the conferences. If you have any questions or require additional information please contact us in the high school office.

Sincerely,

Dr. Jim Gerhard
High School Principal

Gray Macklin
HS Assistant Principal

Ms. HJ Park
HS Secretary

Songpa P.O. Box 47, Seoul, Korea 05661 Tel: (82-31) 750-1200 Fax: (82-31) 759-5133

Website: www.siskorea.org E-mail: info@siskorea.org

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