

Dear ES Parents,

Parent Teacher Conferences will be held on **October 25th and October 26th**. There will be no school for students on those two days. Conferences provide an opportunity to learn about your child's progress, achievement, and challenges. Students are not generally in attendance for the fall conferences, unless the teacher or parent requests the student's presence.

Please note: You will book your conference time and day online using the SIS Website. On the website front page, in the banner area, there will be a Parent Teacher Conference Schedule. Click on that PTC banner and set up your conference day and time. You can make conference appointments using the school website: www.siskorea.org

Parents can select the best time slot available. This booking site will be open from **October 16th at 8:00 am to October 22nd until 3:00 pm** for parents to make appointments. NOTE: After you select a time and day for PTC, if you decide later to change that appointment you must contact Mrs. Lee, the ES Office Manager at 031-750-1383 or email her at essec@siskorea.org

Need A Translator: If you are requesting a translator, please fill out the ***Translator Request Form*** attached to this email, and then send it to school with your child to give to your child's homeroom teacher.

The first Trimester reporting period ends November 21, 2018 and ***Student Report Cards*** are scheduled to go home on November 28, 2018. Report cards are sent home at the end of each trimester, Nov. 28, March 22, and June 12.

Should you have any questions, please contact Mrs. Lee in the ES Office at 031-750-1383 or email her at essec@siskorea.org. We look forward to seeing you at the Parent Teacher Conferences in October!

A friendly reminder regarding the Korean Anti-Graft Law; our staff has been instructed to return any "free gift" that is in violation of the law. Thank you for your understanding how this law has changed some of our traditions and gratitude, but we must adhere to the law and protect our SIS community, as we value both our employees and our parent community.

Sincerely,

Mr. Art
ES Principal