

October 11, 2018

Dear Parents,

Seoul International Middle School is very pleased to invite you to our first semester Parent Teacher Conferences that will be held on **October 25<sup>th</sup> and 26<sup>th</sup>**. These conferences help promote effective communication between home and school. We welcome and encourage you to attend this conference. This year, we are trying something new to allow you to see more of your child's teachers.

We will hold our PTC sessions from **8:00 to 5:00 pm both days**. Sign up will be available beginning October 15. Parents can make appointments using the school website: [www.siskorea.org](http://www.siskorea.org). Please try to sign up with the teachers you feel you need to see. Each session will last 15 minutes.

Based on student enrollment, please sign up to see:

- 6th grade (50 students) - up to 4 teachers
- 7th grade (69 students) - up to 3 teachers
- 8th grade (103 students) - up to 2 teachers

You do not need to meet with the Homeroom Teacher if you do not feel it to be necessary. This booking site will be open from **October 15<sup>th</sup> at 8:00 am to October 23<sup>th</sup> 3:00pm**. NOTE: After you select the time and day for PTC, if you decide later to change that appointment you must contact Mrs. Lee, the MS office manager at 031-750-1326 or email her at [mssec@siskorea.org](mailto:mssec@siskorea.org)

**Need A Translator:** If you are requesting a translator, please fill out the ***Translator Request Form*** attached then send it to the school with your child to give to his or her teacher.

**Please login to PowerSchool prior to your conference for the most recent information about your child.** We will not be printing report cards prior to Parent Teacher Conferences as often the grades in PowerSchool have changed between the creation of the report card and the Parent Teacher Conference.

Lastly, our **yearbook pictures** will be taken next week. Students will have their picture taken through their homeroom classes as follows:

- Tuesday, October 16 - 6A, 6D, 7C, 7D, 8A, 8C, 8E
- Wednesday, October 17 - 8D
- Thursday, October 18 - 6B, 6C, 7A, 7B, 8B

As always, please let me know if you have any concerns, questions or suggestions. Thank you for choosing SIS and allowing us to work with your children.

Respectfully,

John Benavidez  
Middle School Principal  
Seoul International School

## Middle School Translator Request Form

Dear Middle School Parents,

Middle School Parent Teacher Conferences are on October 25 and 26.

Translators are available for conferences, if needed. If you would like to request a translator to attend your conference, please indicate below.

\* Student Name :

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\* Homeroom :

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\* Conference date and time: October 25 or 26

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Thank you,  
Ms.Lee  
Middle School Office