

PARENT - TEACHER CONFERENCE

Dear Parent(s)/Guardian(s),

We are fast approaching the middle of the first grading period and interim progress reports will be posted for students on Wednesday, September 13th. Please review the report with your student. If you desire to have an in school conference with a teacher(s), parent/teacher conferences are scheduled for Thursday, September 14th from 3:00PM-6:30PM. **We are asking parents/guardians to schedule conferences on-line at http://ptcfast.com/schools/Milford_High_School_1 beginning Friday, September 8th (instructions are attached). THE ON-LINE PROCESS WILL CLOSE 1 DAY BEFORE THE CONFERENCE, so please try and schedule before that time. If you do not have access to a computer or have any problem with the process, please call Mrs. Pat Burke at 576-2278 for Ninth Grade students and Mrs. Vickie Parker at 576-2213 for all upper class students and they will help you with your scheduling.** We hope that the "scheduled conference" will meet your needs. By scheduling appointments, our teachers will be better prepared to discuss your child's progress.

The conferences are set in **10 minute** increments. I encourage you to make appointments **beginning September 8th**. **In order to make this night run smoothly, I ask that you be on time and if you are unable to make your appointment, to please notify the office as soon as possible.** Counselors and office personnel will also be in attendance if you need any additional services.

Schedules for parent/teacher conferences will vary from one building to another throughout the district. The schedule listed above is for the students in grades 9, 10, 11 and 12 at the high school.

Please have your son/daughter complete the schedule form below including the room locations where you can meet his/her teacher. Building maps will be available in the main office (Room Locator form attached). JROTC will be available in the halls to help parents locate rooms and teachers.

We look forward to seeing you at the conference!!

NOTE: Friday, September 22nd – In Service for Teachers – No School for Students
 Friday, October 13th – Homecoming Football Game
 Saturday, October 14th – Homecoming Dance at MHS
 Friday, October 20th - Picture Retakes during all lunches

Encl: Room locator
 Instructions for on line conference scheduling

Joshua Kauffman
 Principal

STUDENT'S NAME

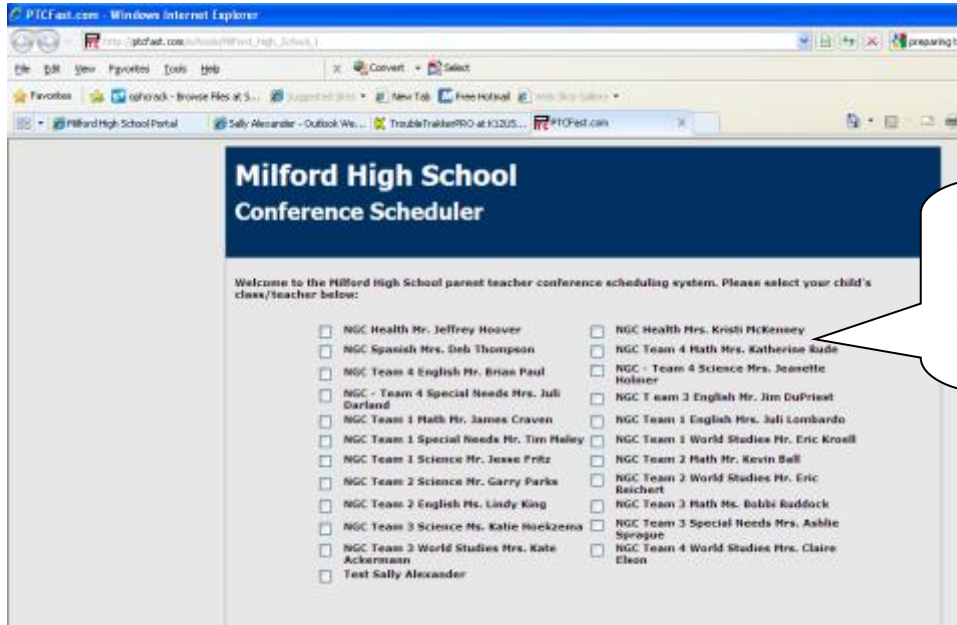
PERIOD	SUBJECT	TEACHER	LOCATION FOR CONFERENCE
1			
2			
3			
4			
5			
6			
7			

NAME	ROOM LOCATION		NAME	ROOM LOCATION
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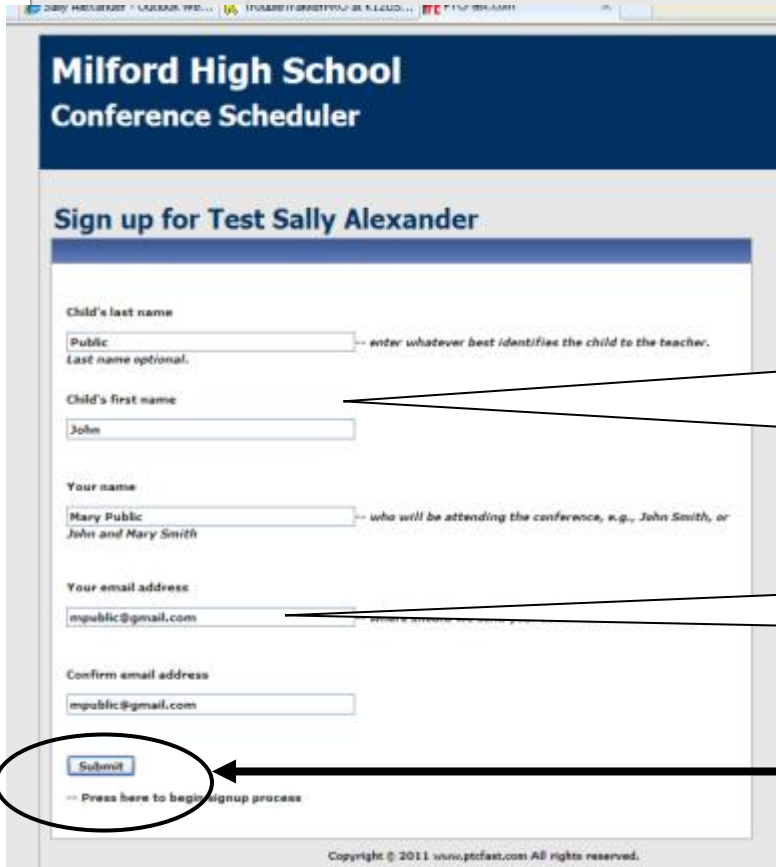
ACKERMAN, DAVID	D14		KEARNS, LILLIE	A22
ACKERMANN, KATHERINE	N56		KILBARGER, LACEY	D22
AIELLI, KATHERINE	N68b		KILGORE, TOM	P.E. Office
BAKER, DANA	N16		KROELL, ERIC	C15
BARKER, TARYN	B26		LEEPER, PETE	A14
BARRETT, DEBRA	C14		LUESSEN, CHRISTOPHER	D29
BARTHOLOMEW, SHANE	D10 - here until 3:45PM		LUTZ, MARK	C17
BAUGH, KATHY	A17		LYDEN, SHELLY	MAIN OFFICE
BENNETT, BREANNA	D19		LYNCH, MARGARET	N62
BLOOMSTROM, GRETCHEN	A13		MCCAMLEY, SHERRY	AUD
BONDOK, SAMAR	A16		MCDONOUGH, CARLA	D16
BROWN, BRIAN	H06		MCKENNEY, KRISTI	N72
BROWN, CHUCK	C31		MCSWAIN, SARAH	D40
BRUNETTI, RICK	D12		METZGER, KEVIN	C33
CAMBRON, JOE	MAIN GYM/B.B. OFFICE		METZGER, SARAH	C40
CARPENTER, JACOB	H06		MEYER, JONATHAN	A20
CARPENTER, TRACY	H01 - CHORAL OFFICE		MOOREHEAD, MELODY	A26
CARRIER, ANDREA	C16		NICOLAS, EMMA	B28
CARTER, JAMES	A11		NORSWORTHY, JENNIFER	D15
CHANDLER, MELISSA	LIBRARY		O'NEILL, ANNA	C46
CHENG, YU-MING	C44		PANKO, TRENA	D28
CLAUS, JOE	B22		PARKER, TONI	A09
COGGINS, PATRICK	N17		PARKS, GARRY	A24
COMELLO, JERRY	C35		PAUL, BRIAN	A25
COOMBS, DAVID	D34		PITTENGER, SAMANTHA	C10
CORBIN, MARY BETH	NGC OFFICE		POLLAUF, DAVE	N69
COX, CAROLE	C29		PORTER, STEPHANIE	N06
CROSTON, BRIAN	C39		REICHERT, ERIC	C24
DAVIS, CHRIS	B30		ROSE, GREG	C26
DAVISON, KELCEY	C38		RUDDOCK, BOBBI	N52
DEBLASIO, GINA	B21		RUDE, KATHERINE	C37
DEMARIA, LINDY	N64		SATEK, ALEXA	C25
DISBENNETT, TIM	N68A		SCHAEFER, PHILLIP	A15
DOLEZAL, MICHELLE	MAIN OFFICE		SCHUNK, JANELLE	D25
DOWNEY, GABRIELLE	C20		SEARS, LEAH	B18
DUPRIEST, JIM	N54		SERGER, ANDREW	N13
ELSON, CLAIRE	C22		SERVIS, JUSTIN	D27
EMMONS, LIZ	MAIN OFFICE		SEVACHKO, ANDREW	D32
ENGLISH JENNA	B32		SHEPHERD, JEFF	D20
ESPY, JOHN	H06		SICILIANO, JIM	C18
EYNON, 1SG DONALD	N69		SMITH, HARRY	B29
FAGAN, PATRICK	N21		SMITH, TAD	B19
FRENCH, DAVID	D36		TESKI, KATHY	D38
FRIESENBERG, JENNIFER	N60		TUCKER, DAMON	D24
FRITZ, JESSE	A23		UNDERWOOD, BRIAN	A21
GILLISPIE, MATT	N04		VAN HOVE, MELISSA	N63
GOFF, JENNIFER	C11		VORE, ERIN	B10
GREGORY, CHRISTY	C23		WAHL, GEOFF	B16
GREGORY, JASON	C42		WALDMAN, LOTTIE	B24
HALCOMB, EMILY	C13		WALSH, LIZA	A29
HELMS, JILL	N02		WEST, MATT	N12
HENDRIXSON, DEBBIE	B18.5		WILLIAMS, EMILY	C12
HILTON, LIBBY	N18-B		WILLIAMS, PAM	A19
HOLMER, JEANETTE	N10		WILLSON, ALLISON	B12
INZERO, NINA	MAIN OFFICE		WINKLER, PATRICK	A27
JACOBS, MATT	D17		WOLF, MICHELLE	C41
JOHNSON, MATT	D19		WOLFER, EMILY	C27
JORDEN, MATT	N65		WOODS, BETSY	B14
KANNEY, JULI	N19		YARDS, RYAN	A11
KAUFFMAN, KRISTIN	B22		YUELLIG, HEATHER	N14

Directions for Online Parent-Teacher Conference Scheduling

Please go to the website http://ptcfast.com/schools/Milford_High_School_1 (the number one)



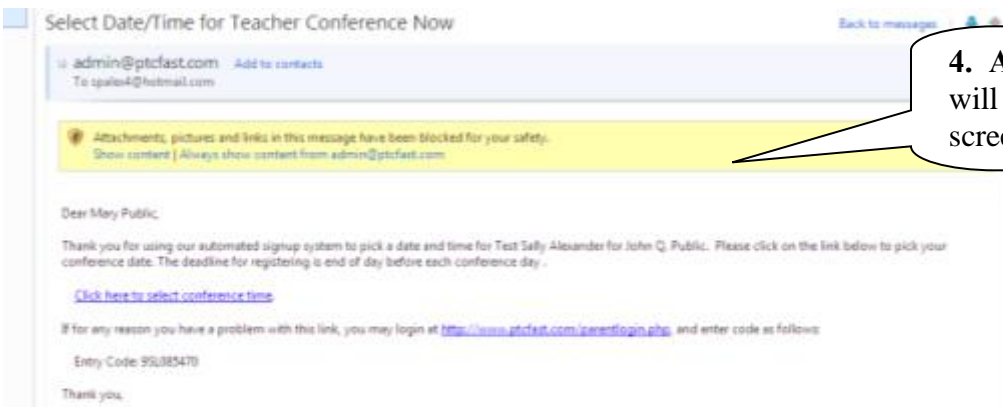
1. Click in the check-box next to the name of the first teacher with whom you wish to conference.



2. Enter information as requested
-Child's last name
-Child's first Name
-Your name
-Your email address.

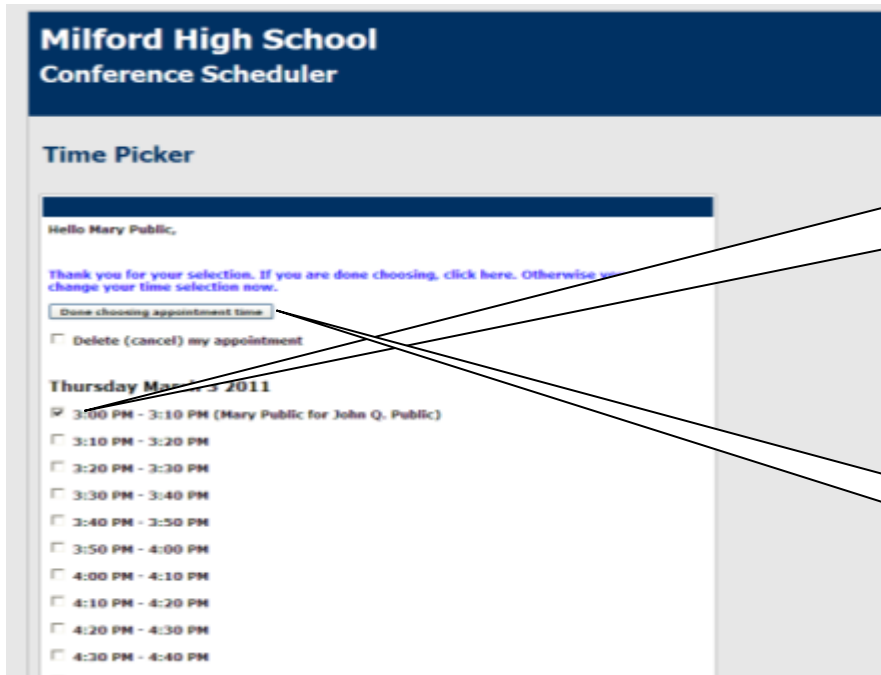
You must enter a **valid, working** email address.

3. Click the "Submit" button



4. After clicking "Submit" you will receive an email from admin@ptcfast.com

5. Wait about 5-10 minutes and then logon to your personal email. Your should have received an email from admin@ptcfast.com

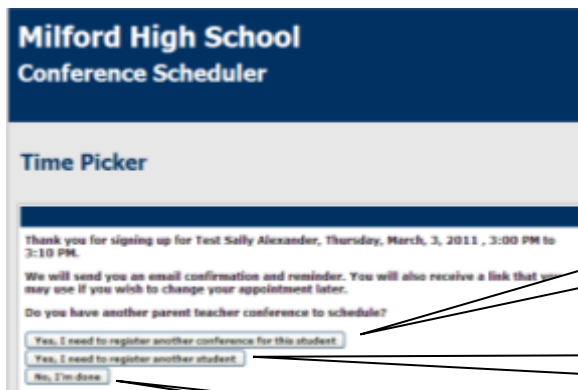


6. Click on the link [“Click here to select conference time”](#)

7. Click in the check-box next to the time you wish to schedule your conference.

8. Click **“Done choosing appointment time”** button

You now have 3 options. Click on the appropriate button



Option 1: If you need to register **another conference** for the same student.

Option 2: If you need to register a conference for **another student.**

Option 3: If you have **finished** scheduling.

If you selected Option 1 (to register another conference for the same student)

Milford High School Conference Scheduler

Welcome to the Milford High School parent teacher conference scheduling system. Please select your child's class/teacher below:

<input type="checkbox"/> NGC Health Mr. Jeffrey Hoover	<input type="checkbox"/> NGC Health Mrs. Kristi McKeeney
<input type="checkbox"/> NGC Spanish Mrs. Deb Thompson	<input type="checkbox"/> NGC Team 4 Math Mrs. Katherine Rude
<input type="checkbox"/> NGC Team 4 English Mr. Brian Paul	<input type="checkbox"/> NGC Team 4 Science Mrs. Jeanette Halmer
<input type="checkbox"/> NGC - Team 4 Special Needs Mrs. Juli Darlaad	<input type="checkbox"/> NGC Team 3 English Mr. Jim DuPriest
<input checked="" type="checkbox"/> NGC Team 1 Math Mr. James Graves	<input checked="" type="checkbox"/> NGC Team 1 English Mrs. Juli Lombardo
<input checked="" type="checkbox"/> NGC Team 1 Special Needs Mr. Tim Maley	<input checked="" type="checkbox"/> NGC Team 1 World Studies Mr. Eric Kroell
<input checked="" type="checkbox"/> NGC Team 1 Science Mr. Jesse Fritz	<input checked="" type="checkbox"/> NGC Team 2 Math Mr. Kevin Ball
<input type="checkbox"/> NGC Team 2 Science Mr. Garry Parks	<input checked="" type="checkbox"/> NGC Team 2 World Studies Mr. Eric Reichert
<input type="checkbox"/> NGC Team 2 English Ms. Lindy King	<input type="checkbox"/> NGC Team 3 Math Ms. Bobbi Rudbeck
<input type="checkbox"/> NGC Team 3 Science Ms. Katie Hoekzema	<input type="checkbox"/> NGC Team 3 Special Needs Mrs. Ashlie Sprague
<input type="checkbox"/> NGC Team 3 World Studies Mrs. Kate Ackermans	<input type="checkbox"/> NGC Team 4 World Studies Mrs. Claire Elson
<input checked="" type="checkbox"/> Test Sally Alexander	

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9. Click on the next teacher with whom you would like a conference.

Note: There may be a “bug” in the program at this point. Just click on the teacher that you wish to schedule even if there is already a check-mark in their check-box.

Repeat Steps 8 and 9 until you have scheduled all necessary conferences

Milford High School Conference Scheduler

Time Picker

Thank you for signing up for NGC Team 1 Science Mr. Jesse Fritz, Thursday, March, 3, 2011, 3:00 PM to 3:10 PM.

We will send you an email confirmation and reminder. You will also receive a link that you may use if you wish to change your appointment later.

No further action is required.

10. When you are finished, you will receive this confirmation screen

Watch your personal email for Scheduling Confirmations and Reminders. Emails will come from admin@ptcfast.com.

If you have any problems with this online scheduling or do not have access to a computer, please call Mrs. Pat Burke at 513-576-2278 for Ninth Grade Students and Mrs. Vickie Parker at 576-2213 for all upper class students. They will be happy to assist you or schedule your conferences via telephone.

Thank you.