

P.S. /I.S. 102 Queens

WILLIAM KO, PRINCIPAL, I.A.

Jacqueline Atkins, Assistant Principal

Matthew Borelli, Assistant Principal

Catherine Mulé, Assistant Principal

October 27th, 2015

Dear Families of Students in Grades 6-8:

You are cordially invited to attend Parent-Teacher Conferences on November 5th, 2015. Our afternoon conference will begin at **12:30PM and end at 2:30PM**, and the evening session will take place from **4:30PM to 7:30PM**. All of your child's teachers in different subject areas will be available to meet with you in their rooms on a first-come-first-serve basis. You may not have enough time to meet with every one of your child's teachers and we recommend that you review his/her report card (available 11/4/15) to prioritize the teacher(s) you would like to meet with first.

Translation services will be available in Chinese and Spanish. However, to avoid potentially long wait time we encourage you to bring your own translator to assist you if possible. Student safety is our first priority and all parents must bring a valid ID to attend Parent-Teacher Conferences.

Please also be mindful that on **November 5th students in grades 6-8 will be dismissed at 11:30AM** and you must make all necessary pick-up arrangements.

We are very excited to meet and speak with you and please contact us if you have any questions or concerns.

See you soon!

Sincerely,

William Ko, *Principal IA*

NOTE: Our teachers are always available to meet with you every Tuesday from 7:40AM to 8:20AM. If you cannot attend Parent-Teacher Conferences next week you should reach out to your teachers to schedule a personal meeting. Please ask to speak with a supervisor if you need any additional accommodations.