


Arleta High School
Home of the Mustangs

TO: All Staff

DATE: April 5, 2019

FROM: Jeff Daniel, Assistant Principal 

SUBJECT: PHBAO Parent Conferencing
Tuesday, April 9, 2019
8:00am – 9:45am

PHBAO, Predominately Hispanic, Black, Asian, and Others conferences provide an opportunity for parents to tour the school and visit each of their students' teachers, counselor and administrator. **Student-led conferencing is the norm.** In the event that a parent needs an in-depth conversation with you, please schedule a conference with them for a later time.

As you prepare your room, please ensure that it presents a clean and pleasant educational environment by having the following items on the bulletin boards:

- Student work
- Rubrics that apply to the student's classroom assignments
- Posters handed out prior to the opening of school – bell schedule, vision and mission statement, dress code, Title IX, etc
- Information regarding the academic subject/s taught in your class

Then please be sure to

- Turn on the air conditioner in the room
- Prop open your classroom door
- Take all chairs off of student desks
- Remind parents and students that no food or drinks are allowed in classrooms

Sign-in in your SLC office and please be in your classroom by 8:00am. Your parent sign-in sheets are attached. Please make copies of your parent sign-in forms and turn in a copy to your SLC Office. All parent sign-ins will be recorded so that we have data about how many parents attended.

- Attached are copies of your passports for your advisory students...
- Students that do student led conferences in all classes and get teacher's signatures on their passports, may earn a community contributor artifact for their portfolio.....
- Attached is a template for Parent Conference Request.....



Arleta High School

Home of the Mustangs

Room#

Period 1 -----

Period 2 -----

Period 3 -----

Period 4 -----

Advisory -----



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PARENT MEETING

A meeting has been arranged for you to meet with _____ as follows:

(Teacher Name)

Date: _____ Time: _____ Room _____

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ARLETA HIGH SCHOOL PHBAO PARENT CONFERENCES

Tuesday, April 9, 2019

8:00 - 9:45 a.m.

Parent Sign-In

| Parent's Name | E-mail | Telephone | Student's Name | Period |
|---------------|--------|-----------|----------------|--------|
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TEACHER: _____ ROOM: _____

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8:00 - 9:45 a.m.

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| Parent's Name | E-mail | Telephone | Student's Name | Period |
|---------------|--------|-----------|----------------|--------|
| 21 | | | | |
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TEACHER: _____

ROOM: _____