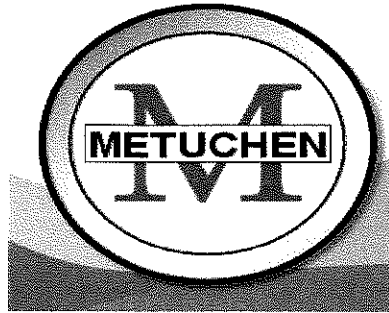


# **METUCHEN HIGH SCHOOL**

**October 19, 2011**



**TO: All Parents/Guardians**

**From: Bruce J. Peragallo  
The Office of the Principal**

## **Parent-Teacher Conferences – November 15 and 17**

Metuchen High School is pleased to announce that Parent-Teacher Conferences will be held on Tuesday and Thursday, November 15 and 17, respectively. The Tuesday conferences are 1:30 – 4:00 p.m. and the Thursday conferences are 6:00 – 9:00 p.m. All students will be dismissed at 1:00 p.m. on both days.

These 5-10 minute conferences are designed for parents who need or want to come in and discuss problems/progress with their child's teachers. Anything that will take longer than the allotted amount of time should be scheduled separately through the guidance staff.

Please use the enclosed Request Form for scheduling purposes and follow all directions. Teachers will make every effort to accommodate your requests; however, keep in mind that conference times will be filled in the order in which they are received. For your information, an updated schedule of your child's classes is enclosed for accurate teacher identification.

If you decide after the November 10 deadline that you would like to participate in Parent-Teacher Conferences, you can "walk-in" during the conferences and check a teacher's posted schedule for openings.

If you have any questions concerning Parent-Teacher Conferences or its procedures, please contact the Guidance Department at (732) 321-8750.

The MHS staff looks forward to meeting you during the conferences.

encl. (3)

## Parent-Teacher Conferences

**Tuesday, November 15 (1:30-4 p.m.)**

**Thursday, November 17 (6-9 p.m.)**

### **\*\*2011 REQUEST FORM\*\***

Student's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

#### Instructions for Parents

Please select your teacher and conference preferences (day/early or late) as listed below. Check the enclosed teacher list for room assignments on the conference days and keep it for future reference. Teachers will make every effort to accommodate your requests. **Do not list conference times.** Only the teachers should list conference times and room assignments.

#### Instructions for Students

After your parents complete their teacher requests, take this form to those teachers listed below. After all listed teachers assign conference times, take the completed form back home and return it to your parents.

#### Instructions for Teachers

Assign conference times per requests, list room numbers, and return form to student. Keep a master list for yourself and one for posting outside your room on the conference days. Make certain to give the Guidance Department a copy of the master list by Friday, November 11.

Check preference:     early (1:30-2:45 or 6:00-7:30)  
                               late (2:45-4:00 or 7:30-9:00)

<u>Teacher's Last Name</u>	<u>(Tues.)</u>	<u>(Thurs.)</u>	<u>Teacher Assigned Conference Time</u>	<u>Room</u>
1. _____	<input type="checkbox"/>	<input type="checkbox"/>		
2. _____	<input type="checkbox"/>	<input type="checkbox"/>		
3. _____	<input type="checkbox"/>	<input type="checkbox"/>		
4. _____	<input type="checkbox"/>	<input type="checkbox"/>		
5. _____	<input type="checkbox"/>	<input type="checkbox"/>		
6. _____	<input type="checkbox"/>	<input type="checkbox"/>		
7. _____	<input type="checkbox"/>	<input type="checkbox"/>		

All forms should be completed by teachers no later than **Thursday, November 10.**

**Parent-Teacher Conferences**  
**Tuesday, November 15, 2011**  
**Thursday, November 17, 2011**  
**Room Assignment List**

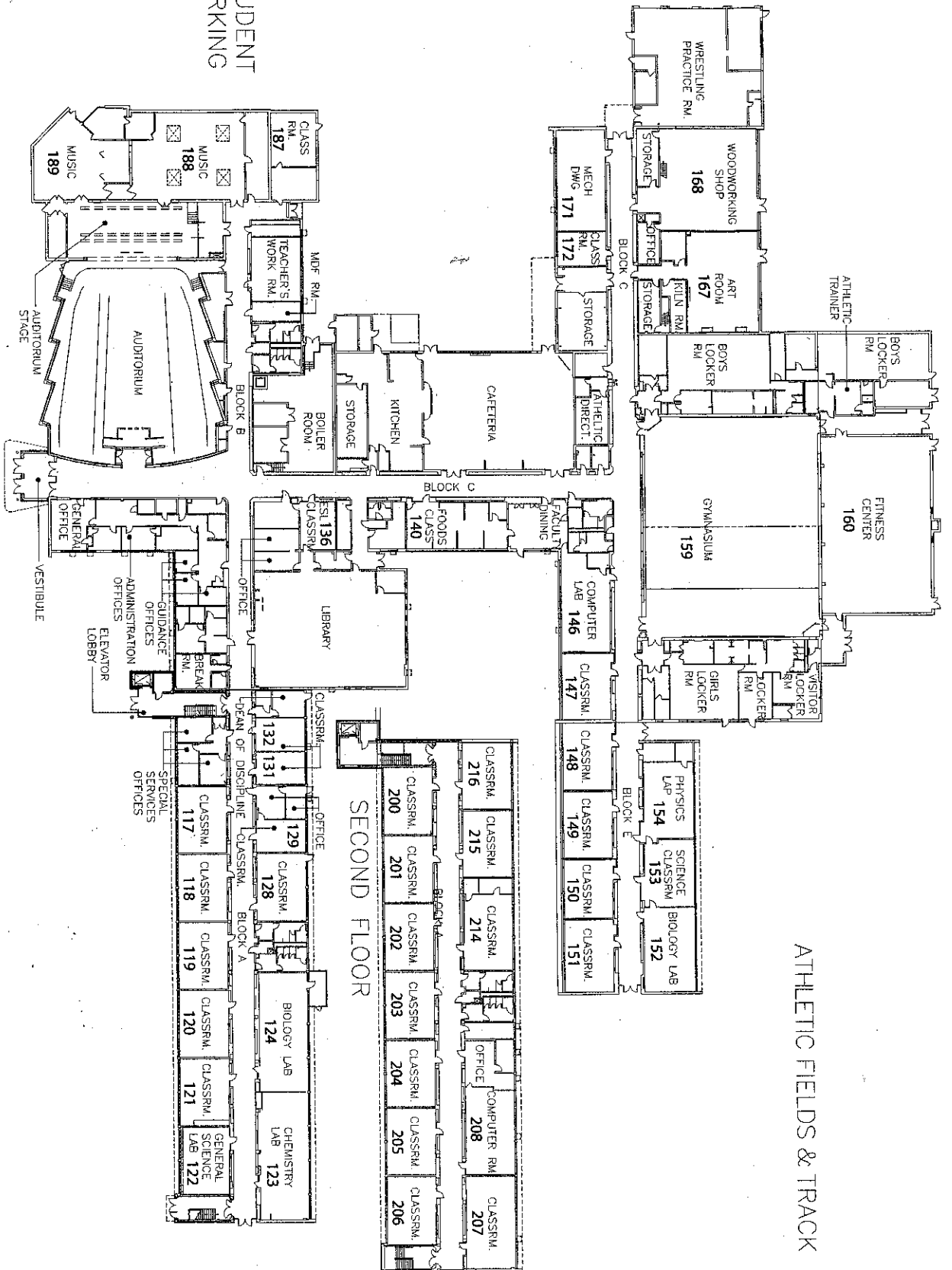
Abbott	Gym	Morrison, C.	Music Office
Blaze/Bubnick	206	Morrison, J.	188-Band Room
Browning	167	Park	114 - Break Room
Cichetti	Social Studies Office	Porowski	English Office
Clarke	201	Robbins	202
Connolly	203	Rockhill	152
DePaola	205	Rockwell	Faculty Work Room
Ennis	Gym	Roma	World Languages/Fine Arts Office
Evans	Gym	Ruggiero	148
Flores	214	Ruhno	135-Detention Room
Gallagher	120	Scala	208
Gazda	Gym	Seidel	123
Giddes	Guidance Conference Room	Stanski	140-Cooking
Girin	215	Stevens	146
Graf	167	Stofa-Krombholz	189-Chorus Room
Harmon	128	Sullivan	172
Helfman	131	Szkodny	168-Woodshop
Henn	Science Office	Thomas	151
Holleran	124	Ulmer	Gym
Jarosiewicz	129	Vahalla	171-Drafting
Johnson	136	Volosin	English Office
Kamin	204	Wagenblast	200
Karger	132	Warnock	150
Kato	153	Weinstock	154
Kuenzel	117	Wisniewski	207
Lan	122	Wrublewski	147
Land	121	Zaneto	Gym
Levy	118	Zebrowski	132C
Lewandowski	119		
Lifson	149		
Mazza	187		
McCarthy	216		

Guidance Counselors (DeMott, Grauer, Hanbridge,) - Guidance Offices  
 Child Study Team (Granados, Irenski, Theiss) - Special Services Offices  
 Librarian (Glave) - Library Desk  
 School Nurse (Kazelesky) - Nurse's Office  
 SAC (Cheung) - SAC Office  
 Athletic Director (Cathcart) - AD Office  
 Trainer (Butler) - Trainer's Office

**Please keep this list as a quick reference for the conference days.**

# METUCHEN HIGH SCHOOL

STUDENT  
PARKING



ATHLETIC FIELDS & TRACK