

September 1, 2010

Dear Parents and/or Guardians:

The staff of **Lockport's Freshman Center** would like to thank you for opening the lines of communication by attending our Curriculum Night on August 26th. To continue our partnership in your child's education, we have designated Thursday, September 16, as Parent Teacher Conference Night at Lockport Township High School.

Parent/Teacher Conferences will take place from 6:00 p.m. to 8:00 p.m. Ten minute sessions will be available to discuss the academic progress of your child with one or more of his/her teachers. These sessions are encouraged *especially* for parents whose child's performance is not commensurate with his or her potential.

You may access your child's schedule, academic and attendance information on-line by using the LTHS Parent Portal.

Conferences can be scheduled in two ways.

1. Teachers may be calling to request conferences with you.
2. **You may call the Freshman Center (815) 588-8291 on September 9th or 10th, from 8:30 a.m. to 3:30 p.m. ONLY.**

You must include the following information when you leave a message:

- **Spelling of Student and Parent/Guardian first and last name**
- **Phone number**
- **Teachers' names**

Appointments will be made based on the information you provide in your message. You will receive a call confirming your appointment times once they have been scheduled.

Please DO NOT call or leave more than one message. Doing so will slow down the process.

Thank you for your cooperation and we look forward to making this a successful school year.

Sincerely,
Lockport Freshman Center–Central Campus