



September 11, 2018

Dear Heights Middle School Families:

The **Parent/Teacher Conference Night** for Heights Middle School will take place on **Wednesday, October 3, 2018** from **3:00 p.m. until 9:00 p.m.** The Parent/Teacher Conference is a great opportunity for you to meet your child's teachers. At the conference you can dialogue about your student's academic achievements, understand teacher expectations for student learning, learn how you can support your child academically and share your concerns with teachers.

Heights Middle School will be using the web-based scheduling site, TEESO, for parents to register for parent/teacher conferences. You can access the registration site at:

<http://www.teeso.com/chuh>

***Parents will be able to register for conferences from 12:00 a.m. on Sunday, September 16<sup>th</sup> to 11:59 p.m. on Sunday, September 23<sup>rd</sup>.***

The TEESO system allows parents to sign up for conferences at their convenience. Conferences will be scheduled on a "first come first served" basis, in increments of 10 minutes for each conference. If you do not have access to a computer at home, you may utilize any computer at the public library, or log in from your mobile phone. If you experience any problems while signing up, please call (216) 320-(CHUH) 2484 for assistance. **Please do not attempt to schedule any conferences before Sunday, September 16, 2018.**

**On Wednesday, October 3, 2018, students will be released at 1:25 p.m. so that teachers can prepare for their parent meetings.**

Parent/Teacher conferences are an important element for communicating common goals for the students, and we look forward to seeing you there. If you are unable to schedule a meeting with one of your student's teachers on conference night, you can call your child's guidance counselor to set up a teacher meeting at any point throughout the year.

Your log-in for the system is the email address we have in Infinite Campus, and your password is **welcome**. If you do not have a parent email address on file you will need to select the link that says "Register My Email Address" and follow the instructions in order to log on,

Again, we look forward to meeting with you soon!

Sincerely,

Rachael Coleman  
Campus Administrator  
Heights Middle School

Dr. Jeffrey Johnston  
Principal  
Monticello Middle

Patrick McNichols  
Principal  
Roxboro Middle





