

John F. Kennedy School Teltower Damm 87-93 D-14167 Berlin

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October 9, 2024

www.jfks.de

John F. Kennedy School • Teltower Damm 87-93 • D-14167 Berlin

To all Parents of JFKS High School Students

Invitation to Parent Teacher Conference

Dear Parents:

We will hold parent conferences for grades 7 - 12 on

Tuesday, November 5 & Monday, November 11, 2024 from 5pm to 8:30pm.

All conferences will be held via <u>Google Meet</u> or <u>telephone</u>. No in-person conferences will be offered. Due to privacy concerns, conferences will not and should not be recorded.

All parents are welcome, but we strongly encourage you to reserve an appointment only when you have concerns regarding your child's progress.

Sign-ups will be available ONLINE ONLY through WebUntis.

Go to *webuntis.com* and use your personalized username and login information. (An accompanying tutorial is attached to this email.)

Sign-ups will be available from October 16 (6am) until October 30 (11:55pm)

Parents may contact teachers directly via email should other arrangements be necessary.

<u>Reminder</u>: 7-12 students will be dismissed at 13:05 on these days.

Please do not hesitate to contact us if you have questions.

Sincerely,

JFKS Administration