



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

John F. Kennedy School
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John F. Kennedy School
-Administration-

January 24, 2018

To all Parents of JFKS High School Students

Dear Parents:

We will hold one parent evening for parents whose students attend grades 7 - 12 on

**Wednesday, February 14, 2018
from 5pm to 8:30pm.**

All parents are welcome, however it may not be possible for all parents to schedule appointments with all of their children's teachers.

Sign-ups will be available **ONLINE ONLY**

Go to www.myconferencetime.com/jfkbsberlin or www.jfks.de to start.

- Sign-ups will be available from February 1 (6am) until February 12 (6am)

Teachers are expected to be present for scheduled conferences only!

As always, parents may contact teachers directly via email should other arrangements be necessary. Staff email contact info can be found at www.jfks.de/high-school/facultystaff.

Reminder: 7-12 students will be dismissed at 13:05 on that day.

Please do not hesitate to contact either principal if you have questions.

Sincerely,

Brian L. Salzer
Managing Director
American High School Principal

Steffen Schulz
Acting German High School Principal