



San Mateo Foster City School District

Borel Middle School

425 Barneson Ave, San Mateo, CA 94402

(650) 312-7670 fax (650) 312-7644



Principal
Kenyetta Cook

Assistant Principal
Jessica Notte

Academic Dean
Erin Felix

Dear Parent/Guardians,

Borel Middle School's Parent/Teacher Conferences will be held on Tuesday, November 14, Wednesday, November 15, and Thursday, November 16, 2017.

This is not a required event for parents, rather this is an event designed to help serve parents who have academic or behavioral concerns about their student. Please keep this in mind when scheduling appointments. Of course, all parents are welcome to meet with teachers. However, if your child is already doing well in their classes you may be able to "touch base" with their teachers through email just as effectively as through a face-to face meeting.

Teachers have reported that it is often helpful for students to attend these meetings with parents. This serves the purpose of clarifying the lines of communication between student, teacher, and parent. This evening is only one of the ways that we as a school communicate student progress. All of our teachers have access to voicemail, email, and SchoolLoop.

In order to help teachers stay on schedule and meet with as many parents as possible, the meetings are five minutes. If you find that your meeting with the teacher is causing him or her to fall behind schedule, please schedule another time to follow up with the teacher either over the phone or in person at the teacher's discretion.

You will be able to set up your appointments by visiting the Borel website at <https://bms-smfc-ca.schoolloop.com/>. Click on the Online Scheduler icon/link located on the right side of our home page. This link will be available beginning Wednesday, November 1 at 8:00am.

If you do not have access to the Internet at home or work, we welcome you to use a computer in our Borel Library/Media Center on Tuesday, November 7, anytime between 8:00am and 2:30pm. Alternatively, you may use a computer at the community library.

To schedule an appointment all you need is your student's name and birthdate. Attached are easy-to-follow instructions. The on-line scheduler will provide automatic links to all of your student's teachers – and if you have more than one student at Borel, you will be able to make all appointments at the same time, with side-by-side viewing. We think you will find that this is a very convenient way to make appointments.

Thanks for your support with parent/teacher conferences.

Sincerely,

Kenyetta Cook
Principal

<u>Conference Dates</u>		
Tuesday November 14 1:30 - 3:30	Wednesday, November 15 1:30 - 3:30	Thursday, November 16 1:30 - 3:00 5:30 - 7:00



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