



# HANOVER PUBLIC SCHOOL DISTRICT

## HANOVER HIGH SCHOOL

401 Moul Ave · Hanover, PA 17331

Telephone (717) 637-9000

Mrs. Rina Houck  
*Principal*

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Mr. Marc Abels  
*Assistant Principal*

October 10, 2019

Dear Parents and Guardians,

We would like to encourage you to attend Parent/Teacher conferences on **Wednesday, November 6th from 6:00 PM to 9:00 PM**, and **Thursday, November 7th from 8:00 AM to 12:00 PM**. We will, again, be using an electronic scheduling system that will allow you to log onto a website and schedule a conference from a list of available options. Step-by-step instructions for accessing the site are listed below. If you do not have Internet access, you can contact Mrs. Yingling in the office at 717-637-9000 ext. 5000 to schedule an appointment. The conference website will be available until Friday, November 1st. After this date, scheduling will be locked to allow for teachers to finalize conference details. It is recommended that you schedule your conference(s) as soon as possible to ensure you get a time that works best for you and your family.

### **Instructions for Accessing the Online Scheduling Site:**

1. Access the following link: **[https://www.ptcfast.com/schools/Hanover\\_High\\_School\\_1](https://www.ptcfast.com/schools/Hanover_High_School_1)**
2. Choose the teacher or teachers with whom you would like to schedule a conference.
3. You will be prompted to register online in order to use the site. Please enter your child's name, your name, and a valid email address. You will then click "submit." The following message will appear: ***Thank you for registering. Please check your email at the address you provided.*** You will find an email with the subject header, "Select Date/Time for Teacher Conference Now." Just press the link in the email and you will be able to pick a time slot for the conference.
4. Once your email is opened, click on the link that says: ***Click here to select conference time.***
5. To select a time, simply click to check the box under the appropriate date and time. Finish by confirming your selection at the bottom of the page.

If you need any assistance with scheduling a parent-teacher conference, please feel free to contact the High School Office at 717-637-9000 Ext 5000.

Sincerely,

Rina Houck  
Principal