



MAINE TOWNSHIP HIGH SCHOOL WEST

1755 S. Wolf Road, Des Plaines, Illinois 60018-1994 847-827-6176 Fax: 847-296-4916

Dr. Marina Scott
Ms. Maria Ward
Interim Principals

Mr. David J. Matkovic
Associate Principal

Dr. Eileen McMahon
Assistant Principal Teaching and Learning

Mr. John Aldworth
Assistant Principal for Students

Dr. Claudia Rueda-Alvarez
Assistant Principal for Student Services

September 2018

To the Parent(s)/Guardian of
Maine West Student(s)

Dear Parent or Guardian,

Maine West Parent/Teacher Conferences - Online Appointment Scheduling

I invite you to attend our annual Parent/Teacher Conferences on Tuesday, October 9, 2018, from 2:00 p.m. to 5:00 p.m. and from 6:00 p.m. to 9:00 p.m. These short meetings provide parents an opportunity to meet with each student's teachers and/or counselor to become better informed about student progress – giving parents a chance to become partners in their children's success in school.

Once again, we will be using an online appointment scheduling system that is intuitive and easy to use. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

- Appointments can be made starting **Wednesday, September 26, 2018 at 8:00 a.m.**
- The appointment window will close on **Friday, October 5, 2018 at 9:00 a.m.**
- Adjustments can be made at any time until the appointment window closes.

Please visit <https://mainewest.meettheteacher.com> to schedule your appointments. A **brief guide on how to add appointments is included with this letter.**

Registration Information: Validation information is retrieved directly from the student portal, so you will need to type your child's information exactly as it appears in the Parent Portal.

If you do not have access to the internet, please contact the main office at (847) 803-5931 for assistance.

Sincerely,

David J. Matkovic
Associate Principal