



**OLD COLONY**  
REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
476 North Avenue, Rochester, Massachusetts 02770-1899  
Telephone: (508) 763-8011  
Fax: (508) 763-9821  
www.oldcolony.us

Gary Brown  
*Superintendent-Director*

Jacqueline Machamer  
*Assistant Principal/Vocational Coordinator*

Patricia Foscett  
*Principal*

Krystla Fay  
*Special Services Coordinator*

September 24, 2013

Dear Parents/Guardians:

The **2013-2014 Parent/Guardian/Teacher Conferences** will be held on **Thursday, October 24, 2013**, from **11:30 AM to 3:15 PM** and from **5:00 PM to 8:00 PM**. Appointments are **required** in order to meet with **Academic Teachers**.

Conference appointments are available through **Online Registration**. If you wish to schedule conferences for October 24<sup>th</sup>, please follow the five steps outlined in the enclosed Online Registration Sheet. Online registration will be available starting on **Thursday, October 3, 2013**.

If you **do not have internet access**, please complete the enclosed Appointment Request Form and have your student return the Form to the Attendance Office by **October 16, 2013**. Your appointment time(s) will be returned to you prior to October 24<sup>th</sup>. Appointments are not required in order to meet with Vocational Teachers.

Parents/Guardians may sign up for an appointment on October 24<sup>th</sup> **provided there is a time slot available** on the teacher's appointment roster. The appointment rosters will be displayed outside each teacher's classroom.

If you are unable to schedule an appointment for October 24<sup>th</sup> or feel you will need extended time to meet with your student's teacher(s), please contact the Guidance Office at extension 126 to schedule an appointment.

Also, a member of the Massachusetts Educational Financing Authority and the Educational Opportunity Center will be in the cafetorium at 6:30 p.m. to provide information on college financial aid for grades 11 & 12.

In addition, Guidance Counselors, Ms. Spirlet, Mrs. Abaray, Mrs. Hevy and Administrators, Mrs. Fay and I, will be available by appointment to discuss the Educational Proficiency Plans (EPP) for students in the classes of 2014 and 2015.

There will be a Title I sign-in table as you enter the school. A Title I representative will be available to field your questions and to provide you with written informational materials.

As always please call me or your student's Guidance Counselor if you have any questions. **Please direct questions regarding Online Registration to Mrs. Donna Abaray at extension 148.**

Sincerely,

Patricia Foscett  
Principal

PF:da

Enclosures

cc: Gary Brown  
Guidance Department

Jacqueline Machamer

Krystla Fay

## Appointment Request Form

Thursday, October 24, 2013

Student I.D.: \_\_\_\_\_  
Student's Name: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_  
Parent Phone Number: \_\_\_\_\_

Please list the **ACADEMIC TEACHERS** you wish to meet.

### Academic Teachers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Please check the time frame you are available.

\_\_\_\_\_ 11:30a.m. – 1:00p.m.  
\_\_\_\_\_ 1:00p.m. – 3:00p.m.  
\_\_\_\_\_ 5:00p.m. – 6:30p.m.  
\_\_\_\_\_ 6:30p.m. – 8:00p.m.

Please **RETURN** this form to the Attendance Office by **October 16, 2013**.

### **PLEASE NOTE:**

- Appointments are **MANDATORY** in order to meet with your student's **ACADEMIC TEACHERS**.
- Appointments are **NOT** required to meet with your student's **VOCATIONAL TEACHERS**.
- Appointments are scheduled in ten minute increments.