



American International School Lusaka

Inspiring Excellence • Encouraging Compassion • Creating Leaders

Dear Secondary Parents,

The AISL Secondary School will be hosting our Student-Involved Conferences during the afternoons of Tuesday, March 27 and Wednesday, March 28 from 13:00-17:00. We encourage all parents to attend and bring your child along so that communication of expectations is clear.

These conferences are held on a first-come, first-served basis. It is recommended to parents to prioritize the teachers you would like to speak with after viewing your child's interim grades and begin working down the list. If you are unable to meet with all teachers that you would like, please remember that you can always arrange a time to meet with a teacher outside of the conference times.

Conferences are limited to 10 minutes (or 15 minutes if you wish to discuss more than one child). Please be respectful of these time limits since there will be other people waiting. Teachers have been asked to run a display timer on their iPads to respect waiting families. If you have issues that require a longer conversation, please feel free to make an appointment with the teacher for another day.

Due to venue limitations, we will be holding conferences in individual teacher classrooms. Members of the administrative staff will be centrally located under the dome outside of the science B block to help parents manage logistics. Signs originating in the Secondary parking lot and the library will indicate directions to this location. The administrative staff will be prepared to assist with campus maps, including the location of each teacher, as well as access to student schedules and interim reports should parents need an extra copy. Tea and coffee can be located in this area as well as the Prom Committee bake sale.

Prior to the start of the conferences, students will have a shortened day of classes. Please see the schedule below. Note that there will be no lunch served on these days as well as no after school activities with the exception of ISSEA practices. All students that are not staying with a parent or have made specific arrangements are expected to be off campus by 12:30.

07:30-08:30 1st block

08:35-09:35 2nd block

09:35-09:55 Break

09:55-10:55 3rd block

11:00-12:00 4th block

We look forward to seeing all of you.

Sincerely,

Ty Smeins
Secondary Principal

Kathleen Bowin,
Secondary Assistant Principal