



Rolling Meadows High School
2901 West Central Road
Rolling Meadows, Illinois 60008
847-718-5600 ■ rmhs.d214.org

Dr. David R. Schuler
Superintendent

Eileen M. Hart
Principal

October 5, 2021

Dear Mustang Parent/Guardian:

VIRTUAL Parent-Teacher Conferences are scheduled for **Thursday, October 28, 2021 from 4:00 – 9:00 p.m.** As in years past, you will be making your appointments online using “Meet The Teacher” program. This allows you to choose your own appointment times with teachers and Student Services personnel, then you will receive an email confirming your appointments.

The online appointment system portal will open at **12:01 a.m. on Monday, October 11, 2021 through 11:59 p.m. on Sunday, October 24, 2021.** You may access the online scheduling system at any time of the day or night within this registration window.

Please visit our RMHS website: www.d214.org/rmhs for more information scroll down to Mustang Announcements and click on Parent Teacher Conferences where there will be an easy access icon to the “Parent-Teacher Conferences”. You can also go straight to the website <https://rmhs.meettheteacher.com>. You will also need to have a Parent Portal to set up your Parent-Teacher Conferences. If you currently do not have a Parent Portal, you will be receiving an email this week to establish your account. **You can schedule your appointments on your “Smartphone”.** A short guide on how to add appointments is included with this letter. You will need the following information to schedule your child’s individual conferences:

Parent Full Name
Parent Email Address
Student Full Name
Student Date of Birth

On the evening of the conference you will log back in to the website <https://rmhs.meettheteacher.com> where you will see a “**Join Video Appointments**” button, click that and you will be brought into your first meeting. You can use a computer, iPad, or Smartphone.

When signing up for a **video** appointment, we ask that you choose the **three** staff you most want to see. We suggest that it be the **three** that you have the most concerns about the success of your student. This will allow as many parents as possible to see staff. If there is no time available, please contact them via email directly to arrange a time to meet. The video conference time is limited to 10 minutes, with a warning countdown clock to keep you on schedule, that will bring you to your next appointment automatically at the end of the 10 minutes.

As always, please feel free to email the staff directly with questions or concerns you may have throughout the year. Email is the quickest way to contact teachers because they do not have access to phones during the school day.

If you have any questions or need assistance, please call Mrs. Catanese at 847-718-5613. For Spanish speaking assistance, please contact Mrs. Drago 847-718-5615.

Sincerely,

Nathan Aslinger
Associate Principal