



Tanglewood Middle School
An International Baccalaureate World School
5215 San Felipe • Houston, Texas 77056
(713) 625-1411 • (713) 625-1415 fax
Gretchen Kasper-Hoffman, Principal
J. Maldonado & K. Sanford, Deans



August 29, 2016

Dear Parents/Guardians,

Greetings from the Tanglewood Middle School faculty and staff! We are pleased to invite you to Tanglewood's **2016-2017 Fall Open House on Wednesday, August 31. We will begin at 6:00pm in the commons with a general session which will include 2016-2017 Tanglewood updates and news.** Parents are encouraged to attend the general session. During the general session, you will also have an opportunity to meet the administrative staff before the announcement is made for parents to proceed to their child's first period class at 6:30 p.m.

Beginning promptly at 6:30 p.m., parents will be instructed over the public announcement system to report to their child's first period class. You will have the opportunity to experience your child's daily class schedule and meet the teachers. You will need your child's class schedule, with room numbers, so please ask your child to fill in his/her class schedule on the back, and bring this letter with you to Open House. We will not be able to provide a schedule to you. Four minutes will be given for passing to each class. For your convenience, a map of the school is enclosed. The first classroom session will begin at 6:34p.m. You will spend exactly 8 minutes in each class. When you report to your child's classes, teachers will be available to share items of interest involving coursework, special projects, and expectations for the year. You will receive Living Tree information, e-mail addresses and conference periods that will facilitate your ability to communicate with each of your child's teachers. Please keep in mind there are only eight minutes for each class, and only four minutes for passing periods to each class. We request that you not engage the teachers in a parent/teacher conference during this time; therefore, it is necessary for parents to report to classes at the designated times. If a conference is needed, please arrange a time by calling the school or e-mailing the grade level PLC leader.

We look forward to seeing you at Tanglewood's Fall Open House on August 31, 2016 at 6:00 p.m..

Sincerely,

Gretchen Kasper-Hoffman

Principal

Open House Class Schedule

Classroom visitations will begin at 6:30 p.m. To assist you in following your child's class schedule, please ask him/her to complete the information below:

1st Period **Room** _____ **Teacher** _____ **Subject** _____

2nd Period **Room** _____ **Teacher** _____ **Subject** _____

3rd Period **Room** _____ **Teacher** _____ **Subject** _____

4th Period **Room** _____ **Teacher** _____ **Subject** _____

5th Period **Room** _____ **Teacher** _____ **Subject** _____

6th Period **Room** _____ **Teacher** _____ **Subject** _____

7th Period **Room** _____ **Teacher** _____ **Subject** _____

8th Period **Room** _____ **Teacher** _____ **Subject** _____