

Dr. Tim Cybulski
Principal



Mr. Geoff Harold
Assistant Principal

Bridgetown Middle School

3900 Race Road • Cincinnati, Ohio 45211
Telephone: (513) 574-3511 • Fax: (513) 574-6689

November 7, 2011

Dear Parents/Guardians,

The information below contains the sign-up procedure for your child's 30 minute Post-Secondary Readiness Meeting on Monday, November 21st or Tuesday, November 22nd (meetings times offered between 1 PM – 8 PM). If you do not have internet access or have any questions about this process, please contact the school (574-3511) and Mrs. Bonnie Burbrink will assist you in selecting your meeting time. The meetings will be conducted by your child's Advisory teacher—whose name is listed below.

Advisory Teacher's Name: _____

Online Signup Procedures for Bridgetown Middle School's Post-Secondary Readiness Meetings

1. Go to BMS Website and click on the "Signup Now" found under the Quick Links section
<http://oakhills.k12.oh.us/Bridgetown/index.html>
2. Click on your child's advisory teacher's name from the list of faculty members.
3. Click on the time of the conference you prefer (make only one selection)
4. Under the "My Comment" box type your phone number.
5. Select the option "I don't want an account. I'll just enter my name"
6. Type in your name. Click "Sign-up" and you are finished!
7. Note: If you need to make a change to your selected time of the conference or if you experience difficulties in accessing this program, please call Mrs. Bonnie Burbrink at 574-3511.

Sincerely,

Tim Cybulski
Principal