



September 24, 2020

Parents and Guardians,

We are pleased to announce that we will again utilize an online scheduling system for parent-teacher conferences through SignUpGenius for all individual conferences. In order to accommodate the largest number of families, group conferences will be scheduled for all students in grades 5-8. A group conference in 5th grade consists of both 5th-grade teachers. A group conference in 6th-8th grades consists of all or most of the core teachers (math, literature, English, religion, science, history).

First, the office will schedule all group conferences for students in grades 5-8. Once again, students in grades 5-8 will receive a paper form on which parents will indicate their availability. **The paper forms for grades 5-8 are due on Friday, Oct. 2!** Parents will receive notification of their scheduled group conference day and time by Thursday, October 17.

Once all group conferences for grades 5-8 have been scheduled and those time slots marked as unavailable in SignUpGenius, online scheduling will begin for individual conferences. All conferences for teachers in grades Preschool-4th grade must be scheduled online through SignUpGenius! This also includes specials, resource, and Title I teachers, along with those desiring an individual conference with a teacher in grades 5-8. If you are unable to secure a time slot available for you, please contact the teacher to make an appointment outside of our conference days.

Here is our timeline for parent-teacher conference scheduling:

Thursday, September 24: Paper conference forms sent home with grades 5-8

Friday, October 2: Paper conference forms for grades 5-8 due!

Thursday, October 15: Paper conference notifications returned for grades 5-8

Monday, October 19: SignUpGenius scheduling unlocked for parents at **2:00 p.m.**

**(Please wait for an email with the link from the school)**

Monday, November 2: SignUpGenius scheduling locked

Parent-Teacher conferences will be scheduled for

**Thursday, November 5 (12:00 - 8:00 p.m.)**

**and Friday, November 6 (8:00 a.m.- 1:00 p.m.)**

Students will NOT be in attendance on either Thursday or Friday, November 5 and 6 (There is a teacher institute during the morning of November 5). This will allow us to have in-person parent-teacher conferences safely for all involved.

Thank you for your cooperation and participation in this important connection between home and school!

**Dawn Klinner**

Mrs. Dawn Klinner  
Principal

**Jennifer Burke**

Mrs. Jennifer Burke  
Assistant Principal