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PARENT-TEACHER CONFERENCES

Dear Parent/Guardian:

You will have a special opportunity to meet with your child's teachers to discuss your child's educational progress during our Parent/Teacher conference night. Conferences will be held on Thursday, November 29th from 6pm – 8pm. Please note that students should not accompany their parents to school.

Parents/Guardians will use the "**Teacher Reacher.com**" website found at <http://www.teacherreacher.com> to register for parent-teacher appointments. When you access the website, it will provide you with the directions on how to create your parent account. It is strongly recommended that you set up your Parent Account as soon as possible.

The registration for reserving conference times will begin on Wednesday, November 14th at 10:00am and will conclude on Wednesday, November 21st at 8:00pm.

Each appointment is scheduled for 5 minutes.

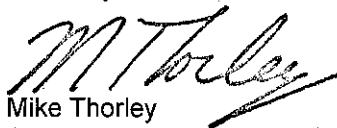
Parents/Guardians will be expected to honor the time limitations of individual sessions. In order for the maximum number of parents/guardians to benefit from these appointments, it is absolutely necessary that everyone abides by the 5 minute timeframe. When scheduling conferences, please be certain to build in time to get from one appointment to the next. Scheduling three conferences in fifteen or twenty minutes may result in missing one or more appointments due to travel time and the relative proximity of one meeting room to another.

Please be aware that teachers will not be able to honor any unscheduled appointments. In addition, the times for **scheduled appointments will be strictly followed**. If you are late or miss your appointment, you may schedule a phone conference or in school meeting for a future date.

We are confident that the parent/teacher conferences will be informative and productive. Please call me at (631) 224-2172/2173 if you have any specific questions pertaining to this registration system or general questions regarding parent/teacher conferences.

The staff and I look forward to seeing you at the upcoming conferences.

Sincerely,



Mike Thorley
Assistant Principal

MT/kc

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