

Hello Families!

**Spring conferences are being held on **Thursday, April 6, 2017.****

Please follow the steps below to schedule your conference online. Here are a few things to consider before you schedule a conference:

- **Parent-teacher conferences are with the core team teachers. Students are always welcomed to join.**
- Parents are scheduled in **10 minute time slots.**
- Conferences are first-come, first-served. We have 15 slots available. The night-time slots usually book first.
- If you can't schedule a conference because of internet issues, please have your child sign you up (tell them what time you prefer) in school during homeroom.

If you schedule a conference, you will be sent an email from Google confirming your conference time. If you want to triple confirm, please email [ScheibNicola@coventryschools.net](mailto:ScheibNicola@coventryschools.net).

**Please do not feel that you HAVE to come in, especially since slots are limited. We know many of you are in constant contact with us and may not feel a conference is necessary at this time.**

**We understand schedules are busy. If you are unable to attend conferences, but want an update, please email the teachers for a current progress update.**

**To schedule a Parent Conference, please follow these steps:**

1. Log into your personal Gmail account, or log into your child's coventryschools account.
2. Go to this link: **<https://goo.gl/q7ljll>** (please watch capitals- they DO matter).
3. Press the right arrow until you get to **Thursday, April 6<sup>th</sup>**.
4. Click on an available appointment time and confirm that appointment time.
5. **KEEP** the confirmation email. **If you need to cancel your appointment, please follow the "no" link** so the slot will open for another parent.

*Thank you.*

*Cyclone Team Teachers*

*(Mrs. Ballard, Mr. Mitchell, Mrs. Saccoccio & Mrs. Scheib)*

## Cyclone Team Conference Confirmation

Child's name: \_\_\_\_\_ Conference time: \_\_\_\_\_ on **Thursday, 4/6/17**  
in room **132**.

If you can not make your conference time, please cancel it in your calendar so the time slot will open up for another parent. If you have a specific concern feel free to let us know so you can get the most out of your time. Otherwise, we can all give you an overall update.

*-Cyclone*

*Teachers*

Cut and return this bottom portion to Mrs. Scheib ASAP -----

I received my confirmation for \_\_\_\_\_ (student's name) parent teacher conference on 4/6. I will see you there :)

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