

Hello Families!

Fall conferences are being held on Tuesday, November 21st, 2017 and Wednesday, November 22nd, 2017.

Here are a few things to consider before you schedule a conference:

- **Parent-teacher conferences are with the core team teachers. Students are always welcome to join.**
- Parents are scheduled in **10 minute time slots**. Please be on time.
- Conferences are first-come, first-served. We have 45 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 a confirmation email but if you want to triple confirm, please email ScheibNicola@coventryschools.net.

Please do not feel that you HAVE to come in. We know many of you are in constant contact with us and may not feel a conference is necessary at the 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 conference, please follow these steps:

1. Go to this link: **goo.gl/5aoX4P** (please watch capitals- they DO matter). I will also post this on Google classroom so you can copy and paste the link.
2. Find an available time and date for your conference and check the "SIGN UP" box.
3. Along the bottom of the page, press the "Submit and Sign Up" button.
4. On the confirmation page, please place your child's name in the "My Comment" box.
5. If everything else on the confirmation page looks correct, press the "Sign Up Now" button.
6. Please have your child bring in the bottom portion of this form to Mrs. Scheib.

Thank you,

O'Keefe Team Teachers

(Mrs. Ballard, Miss Lockett, Mr. Mitchell & Mrs. Scheib)

Cut here ✂

Student Name _____

Parent Name _____

Please indicate your choice:

- I have booked a conference using Sign-Up Genius.
- I am unable to attend a conference, but I will email the teachers for a progress update.
- I do not feel a conference is needed at this time.

Parent Signature _____