



Dear Parents,

Parent-Teacher Conference Day is Wednesday, September 23, 2020. We will have a half a day of school. This afternoon is set aside for parents to meet privately with their children's teachers in 15-minute appointments beginning at 1:00 PM and ending at 5:15 PM. We will provide Extended Care until 6:00 PM. Dismissal will be as follows:

11:40 AM for 3K, 4K, 5K, 2nd and 4th grades.

11:50 AM for 1st, 3rd, and 5th grades.

To request appointments to meet with your child(ren)'s teachers, please email the teacher directly and they will set up a remote conference through TEAMS.

Include the following information:

1. Student First and Last Name
2. Student Grade
3. Parent First and Last Name
4. Parent Phone
5. Teachers with whom you'd like to meet (Classroom teacher/Electives)
6. Time preference (we will do our best to accommodate but cannot guarantee availability)

Requests will be processed in the order in which they are received. **Requests for a conference should be made no later than Monday, September 21st.** Requests made after this date cannot be processed. Notification of your scheduled meeting will be available in your student's TEAM calendar.

Mrs. Sherril Nealey
Elementary School Principal

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