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October 2018

PARENT-TEACHER CONFERENCES

Dear Parent/Guardian:

Parents and teachers will have a special opportunity to meet to discuss your child's educational progress at our Parent/Teacher conference being held on **Thursday, November 15th from 12:30pm-2:30pm and 5:45pm-8:00pm.**

Parents/Guardians will use "**Doodle.com**" website found at <http://www.doodle.com> to register for parent-teacher appointments. Links to each teacher's class will be provided on our school website. It is **strongly recommended** that you make an appointment to visit your child's teacher to ensure you are able to communicate about your child's progress this year.

You can schedule to meet all of your child's teachers which is a change from previous years. Each appointment is scheduled for four minutes. When scheduling your appointment, please note the teacher and time you are scheduling. You will **not** receive a confirmation of your appointment, therefore, you are responsible to either print your scheduled time or keep note of it.

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 four 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 note, the window to schedule an appointment will be open on Tuesday, November 6th. Teachers will not be able to honor any unscheduled appointments. All parents must use Doodle in order to schedule an appointment. 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.

To create an appointment, please go to our school website at <http://lawrencemiddleschool.lawrence.org/>. For Parent teacher Conferences, please click on the link that will direct you to the list of teachers and complete the following steps:

1. Click on the teacher you wish to create an appointment with by
2. Click on the provided link

3. Enter your **child's name** and choose an appointment time from those available by clicking on the button under the time.
4. Click on the "**Confirm**" button. Now your appointment is confirmed!
5. Write down the teacher and appointment time

We are confident that the parent/teacher conferences will be informative and productive. The staff and I look forward to seeing you at the upcoming conference.

Sincerely,

Willis Perry
Principal