

January 22, 2019

Dear Parents and Guardians,

Parent/Teacher conferences for grades Kindergarten through 4th grade are quickly approaching and we will again be using Sign Up Genius to schedule all conferences. Sign Up Genius allows parents to schedule their own conference time(s) with the teachers. Communication in regards to dates and times for 4K conferences will be sent out at a later date, as they are not being held on the same dates.

You will be receiving an invite through email from your child's teacher on January 24, 2019 as a reminder to sign up for conferences through Sign Up Genius. The conference sign up will open on January 29, 2019 at 5:00 PM. Once you have received the email you will be able to view all conference times and choose a time that best meets your needs.

Reminder: Even though you are getting the email ahead of time, you won't be able to confirm a set time slot until the sign up opens up on January 29th at 5:00 PM.

Beginning Tuesday, January 29th at 5:00 PM:

1. Open the email and click on the Sign Up link
2. Choose the time you want and click on Sign Up in that time slot.
3. Click on Submit and Sign Up at the bottom of the screen
4. Type your student's name into the box
5. Click on Sign Up Now
6. You should see a confirmation of your child's conference, and you will also receive an email confirming the date and time.

Please remember to give yourself time to get from one conference to another if you have more than one student to schedule (PLEASE DO NOT SCHEDULE CONFERENCES BACK-TO-BACK).

The window to sign up for conferences on the Sign Up Genius site will open Tuesday, January 29th, at 5:00 p.m. and close Tuesday, February 5th, at 11:00 p.m. Conferences are held on Tuesday, February 12th, and Thursday, February 14th from 3:30 until 7:00 PM both nights.

At this time, you will only schedule a conference with your child's classroom teacher. Art, Music, Physical education, and Computer skills teachers will be available during conference nights, and parents are welcome to stop in and visit with them. Special education/Title One/ELL teachers and speech and language therapists will access classroom teacher schedules and will make every effort to attend the conferences for the students they service.

Conference time slots are limited; therefore, only one time slot will be allowed per student. If there are legal circumstances where parents cannot attend a conference together, please contact the elementary office at 920-788-7610.

Should there be no available conference times left for a certain teacher, or if a teacher is unavailable on the day you plan to attend conferences, please e-mail or call that teacher to make other arrangements.

If you have any questions regarding how to use the system, feel free to contact Julie Breider (jbreider@littlechute.k12.wi.us) or Cindy McMahon (cmcmahon@littlechute.k12.wi.us) or please call (920) 788-7610.

We look forward to seeing you at the Parent/Teacher Conferences. Your attendance sends a very strong message to your child. Let your child know how important his/her education is to you.

Sincerely,

Jim Neubert

Little Chute Elementary School Principal