



DIRK J. RIBBENS *Principal*
NICK P. SENGER *Associate Principal/
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February 2024

Dear Parent/Guardian:

Parent-Teacher Conferences for the 3rd Quarter will be held virtually on Thursday, February 29, 2024 from 4:00-8:00 p.m. Conferences are scheduled utilizing Conference Manager, an online conference scheduling program used by the Ashwaubenon School District. Conferences may be scheduled **beginning at 7:00 a.m. on Monday, February 19, 2024 until 12:00 p.m. on Thursday, February 29, 2024.**

Since these conferences are virtual, you will receive an email with the meeting link **at the time of your scheduled conference appointment.** Please be sure to have your email open and available during your selected conference times to access the live meet link. You will also be asked to leave a phone number at the time of sign up at which you can be reached in the event that technical difficulties prevent you or your student's teacher from making contact at the allotted time through Google Meet. If you would prefer an in-person conference, please schedule the conference through Conference Manager and note in the Parent Comment Section that you will be coming in person. Please also email or call your student's teacher by Wednesday, February 28, 2024 so that the teacher is aware.

Detailed information is available on our website at:

<https://www.ashwaubenon.k12.wi.us/families/parent-teacher-conferences.cfm>. To access the Conference Manager Software directly, go to: <https://ashwaubenon.schoolsoft.com>. If you already registered online for conferences last school year, you can simply log in to Conference Manager using the email and password you created. (The website has a link in case you 'forgot your password'.) If you **did not** register online for conferences last year, you must first register by clicking 'Register Now' on the login page.

It is necessary to know your student's Quarter 3 teachers prior to signing up for conferences. Please ask your student or refer to PowerSchool for a listing of your student's teachers and School Counselor.

****PLEASE DO NOT SIGN UP FOR CONFERENCES WITH ACP ADVISORY TEACHERS****

If you do not have internet access, please try these alternatives **before calling the school to schedule a conference:**

- Use a computer at the local library.
- Ask to use a friend or neighbor's computer.
- Ask your employer's permission to use a company computer.

If you are unable to schedule a conference with a teacher, please email or call that teacher to make other arrangements. We look forward to seeing you on February 29th.

Sincerely,

A handwritten signature in black ink, appearing to read "Dirk Ribbens". The signature is fluid and cursive, with the first name "Dirk" and last name "Ribbens" clearly distinguishable.

Dirk J. Ribbens
Principal